

**New Durham Board of Selectmen
Minutes of Meeting ~ June 4, 2012
Town Hall**

Members Present: David Bickford, Theresa Jarvis, Jeffrey M. Kratovil

Also Present: Town Administrator (TA) Alison Webb, Police Chief Shawn Bernier, Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello, Cathy Orlowicz, Jared Smith, Baysider reporter Brett Tiede, videographers Peter Pijoan and Clay Skinner, recorder Cathy Allyn

1. Call to Order – Chair David Bickford called the meeting to order at 7:02 p.m. and asked Selectman Jeffrey Kratovil to lead the Pledge of Allegiance.

2. Citizens' Forum – Jared Smith of Bartlett Tree Experts, presented a proposal to spray the ball fields to kill ticks and suppress mosquitoes. He suggested spraying with the chemical Talstar on June 20, because ticks are at their second hatch now. The cost would be \$270, and the fields could be used 20 minutes after application. Chair Bickford said the Parks and Recreation Commission should have input on the matter.

Children's Librarian Cathy Allyn announced registration for the New Durham Public Library's Summer Reading Program has begun. She said the theme is the Middle Ages and the library will run two programs, based on grade level.

Town Administrator (TA) Alison Webb said Foster's Daily Democrat ran an article on Lawrence Corson and his tower clock winding.

3. Agenda Review – Selectman Terry Jarvis suggested looking at the latest draft of the hiring policy, if time allowed. Selectman Kratovil brought up several topics, including the fire department roster, and not taping the ZBA meetings. Selectman Jarvis said the video policy is unrealistic as written, and said it should be addressed.

4. Appointments

Alternate Inspector of Elections – **Motion by Selectman Jarvis to appoint Howard Allen as an alternate inspector of elections; second by Selectman Kratovil. 3-0.**

1772 Meetinghouse Restoration Committee – Committee Chair Allyn read a statement (attached in its entirety) regarding the situation of the missing three sets of minutes and the Board's motion of May 21, 2012. Ms. Allyn said the goal of both the Board and the committee was to get the minutes submitted, but it was not until May 7, 2012 that anyone knew how to recreate them, as that is when TA Webb indicated the Local Government Center said brief summaries were satisfactory. She said she contacted the secretary at the time of the meetings in question immediately after the Board's meeting of April 2, 2012, when she first informed the Board that minutes were missing. She said she saw the motion, which called for suspension of

all committee activities and turning in of keys to the building, as heavy handed. She said she found the Board's attitude punitive, rather than supportive.

Ms. Allyn stated she agreed that setting a deadline was a good idea, but that the Board should have conferred with the people involved, as a courtesy. She said no one asked about her personal situation, and if recreating the material in 30 days would present a hardship. She said the Board continued to bring up issues that she had already addressed, and that she assumed blowing the situation out of proportion was an attempt to set the stage to disband the committee. She said TA Webb's reaction to the situation was to assist.

She provided the Board with the missing minutes on May 29, 2012. Chair Bickford said 30 days was a reasonable amount of time, given the amount of time prescribed by statute. Selectman Jarvis noted the building has no current Certificate of Occupancy or fire inspection. BI/CEO Arthur Capello said that was not an issue for one-time events, such as an Open House for the 250th Celebration. He said that would factor in only if the building were used on a regular basis. He suggested the Board could check with the Town's insurance company.

5. Department Reports

Police – Police Chief Shawn Bernier asked to begin advertising for the third full-time patrolman. Selectman Jarvis said there was a small pool of candidates when the Town advertised only for certified officers. Regarding cost comparison, Chief Bernier noted field training, and overtime and coverage for current officers while the uncertified officer was at the Police Academy for 16 weeks amounted to a lot of money. He recommended not indicating certified or uncertified, and advertising a salary range of \$16/hour to \$19.07/hour. Some present believed the higher figure to be \$19.09. He told the Board that the part-time rate is less.

Motion by Selectman Jarvis to authorize the police chief to advertise for a full-time officer with a salary range based on education and certifications from \$16 per hour to \$19.07 per hour, specific salary to be determined at a later date. The motion failed for lack of a second.

Motion by Selectman Kratovil to allow the police chief to advertise for a full-time police officer position, indicating the Town is looking for an uncertified candidate. The motion failed for lack of a second.

Selectman Kratovil said hiring an uncertified officer allowed for the lower salary range. TA Webb noted that the Town sets the salary range, so it has discretion. Chair Bickford advised that the Town should get the best candidate for the job, and that person could be certified. Selectman Jarvis advised casting the widest net possible. She said the Town is paying overtime to police officers now, and that she would prefer paying straight time. She mentioned the possibility of officers' burnout. She recommended starting the process to see what the candidate pool is.

Chief Bernier said some officers are amassing 38 hours of overtime over a two-week period. He said his department's busy season is approaching, and he'd like to get the process moving. The subject of the third part-time officer was raised. Chief Bernier said he wanted to fill the full-time position first, then worry about the part-time. Chair Bickford suggested advertising for both in one ad. He said he and Selectman Kratovil were both interested in hiring a certified part-time officer.

Motion by Selectman Jarvis to authorize the police chief to advertise for a part-time certified officer. Chief Bernier clarified that a part-time officer has another job, so his or her availability to the NDPD could be anything, and was usually limited. Selectman Kratovil asked if the chief wanted to stipulate a minimum number of hours that the officer would be available for. Chief Bernier said that would limit the pool. Selectman Jarvis added that the person would then be hired for a certain number of hours and the department might not need them to fill those hours. **Second by Chair Bickford. Bickford – aye, Jarvis – aye, Kratovil – nay. 2-1.**

Motion by Selectman Jarvis to authorize the police chief to advertise for a certified or uncertified police officer with the discussed salary range, the specific amount to be determined. The motion failed for lack of a second.

Chair Bickford said the Board would revisit the matter.

Sergeant's Salary – Chair Bickford said the Board discussed the police sergeant's salary on February 6, 2012.

Motion by Selectman Jarvis to retroactively approve the salary of Reggie Meattley as sergeant at a rate of \$21.25 per hour, effective February 9, 2012; second by Selectman Kratovil. Selectman Bickford recused himself. TA Webb pointed out that the salary to be voted on did not reflect the two per cent raise all employees received following March 31, 2012. **Jarvis – aye, Kratovil – aye. The motion carried, 2-0.**

6. Any Other Business

Snowmobile Club Privilege – Selectman Kratovil said the Board decided not to vote on the motion of May 21, 2012 to revoke the club's privileges of nonpayment for tires brought in to the Transfer Station. He said Selectman Jarvis had noted that she wanted to speak to the club principals first. She said she had not spoken with them because it was unclear that she had the Board's authorization to do so. She said the Board could invite Mike Gelinis and Tom Goss to come in to discuss the situation, along with Transfer Station Foreman Joe Bloskey and Office Manager Cathy Orlowicz. Chair Bickford asked TA Webb to make an appointment with the club. Selectman Jarvis said she did not want to revoke the club's privileges without talking to them.

7. Old Business

TDS Telephone Proposal – TA Webb said MetroCast would not offer the Town a lower rate. She said the most cost effective rates are through the three-year contract with TDS. She noted that the proposal is for two separate contracts – one for the Centrex line and one for long distance. She said the Town uses an average of 1,600 minutes a month for long distance, which is split into in-state and out-of-state. The Town would purchase 2,000 minutes at \$0.055 per minute. Anything over 2,000 minutes would be \$0.07 per minute. Chair Bickford said there were more options for long distance rates.

At \$27.20 per Centrex line, TA Webb indicated the Town would save about \$300 per month. Chair Bickford calculated the savings to be about \$10,000 over the three years of the contract. He disclosed that he held stocks in TDS.

Motion by Selectman Kratovil to accept the new proposed rate of \$18 plus \$9.20 FFC charge for a total of \$27.20 per Centrex line per month for a three-year contract with TDS; second by Selectman Jarvis. 3-0.

Motion by Selectman Jarvis to authorize the chair to sign any contracts or associated paperwork; second by Selectman Kratovil. 3-0.

I-NET – TA Webb explained the I-NET is a system of fiber optic cables that connects buildings, laying the foundation for other technologies. The buildings to be connected are the fire station, police station, Town Hall, the library, and the school. At this time, a cost of \$7,500 would be associated with connecting the Highway Department. She said the Town has this opportunity to obtain an I-NET free of charge as part of the MetroCast franchise, if the Board requests it. She provided the letter requesting the system to be installed. MetroCast provides up to \$10,000 of installing the system, and a recent survey of the five buildings indicated it would cost \$7,781 to connect them. She said the Tash Road facility could be added at a later date.

Selectman Kratovil asked what kind of services the I-NET would provide for citizens. He noted that citizens could have benefited directly from having a sidewalk. TA Webb said there would be no cost to the Town, as the I-NET is part of a contract New Durham has had with MetroCast for almost 10 years. She told the Board the system could have a positive effect if the Town had the ability to connect the library and school, or the fire station and Town Hall. She said it increases communication. BI/CEO Capello said the Town would run more efficiently, which would save money, thereby benefiting citizens.

Selectman Kratovil said he spoke for disgruntled citizens concerned about police coverage and potholes. Chair Bickford pointed out that installing the system for free was like using a coupon. He asked why let go of something that can benefit the Town in the future. He noted that monies are spent on the police department and roads. Selectman Jarvis said it would make it easy for departments to communicate. Selectman Kratovil said the I-NET seems like a Trojan horse and that the deal sounded too good.

TA Webb explained that, through the franchise agreement the Town has with MetroCast, the Town grants the company permission to run their cable lines in town. She said MetroCast pays the Town three per cent of what it makes, along with a few perks such as a grant for camera equipment and some funding for Community Access TV. She said this is an option the Town can request and it would not come back to bite anyone. She noted the offer might not be in the next franchise agreement and she did not want to see the Town lose out on the opportunity.

Motion by Chair Bickford to go forward with the letter to MetroCast requesting installation of the I-NET system; second by Selectman Jarvis.

Selectman Jarvis said the MetroCast franchise agreement is now in re-negotiations, so the Town should do this now in case the offer is pulled from the table. **3-0.**

The system runs on poles. The Board will sign the request tomorrow.

8. Approval of Minutes

Motion by Chair Bickford to approve the minutes of May 7, 2012, as written; second by Selectman Jarvis. 3-0.

Motion by Selectman Jarvis to approve the minutes of May 21, 2012, as amended; second by Selectman Kratovil. 3-0.

9. Return to Any Other Business

To Do List – Selectman Jarvis provided a spreadsheet of items to be addressed at work sessions. TA Webb reported the Town Hall basement is completed. She said one sump pump was installed, but there is nothing in the furnace room. The contractor said a sump pump could be installed in the furnace room for \$1,000. BI/CEO Capello said the contractor would have to cut into the concrete, but it would have to be done because the furnace room is a separate room. He reported the basement floor was dry today, after days of continued rain. He said some water had seeped in from windows and walls, but not the floor. He added that there was no water by the jail cells.

Cathy Orlowicz asked if something could be done to protect the jail cell, as something has been introduced to accelerate rusting. BI/CEO said some of the cement in front of the jail could be cut away and a protective surface installed there so the cement no longer touches the cell. Ms. Orlowicz noted that something was placed between the jail and the cement on one side. BI/CEO Capello said the foam that was placed along the walls of the jail was not there to protect, but to deal with water. TA Webb said she could talk to the contractor.

Motion by Selectman Jarvis to authorize the town administrator to go forward with installing the sump pump in the furnace room at a cost of approximately \$1,000; second by Selectman Kratovil. 3-0.

Hot Water Heater – BI/CEO Capello said the bottom of the hot water heater is rusting and the unit needs to be replaced. Selectman Jarvis asked for an estimate and an idea from employees as to what size should be installed. She said the money could come from the building maintenance fund. BI/CEO Capello noted that, while the plumber was here, he could check a pinhole in a water pipe downstairs. The Board agreed that TA Webb should take care of these issues. TA Webb noted that the windows in the basement are in bad shape and that recommendations would be forthcoming. BI/CEO Capello reported that the water heater is electric, 20 gallons, and 22 years old.

Next Meeting – Selectman Jarvis asked that any non-public session that might be called, be held prior to the 1:00 p.m. start time of the June 18, 2012 meeting, as she needed to be home at 4:30 p.m. for a course.

Hiring Process – The Board reviewed a draft of the Hiring Process. Selectman Kratovil wanted to start the two-week vetting period for police officers after the background check was completed. BI/CEO Capello said the Board needed to have faith that the town administrator and department heads had culled efficiently. TA Webb and Selectman Jarvis agreed that the process should not be lengthened. Selectman Jarvis stated that the Town could not discriminate against one group of employees. The Board discussed removing the requirement of a personal history packet for police officers.

10. Non-public Session

Selectman Kratovil requested a non-public session.

Motion by Selectman Kratovil at 9:55 p.m. to enter non-public session under RSA 91-A:3 II (c); second by Chair Bickford. A roll call vote was taken. Bickford – aye, Jarvis – aye, Kratovil – aye.

11. Adjournment

Motion by Selectman Jarvis at 10:14pm to adjourn; second by Chair Bickford. 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.