

**New Durham Board of Selectmen  
Minutes of Meeting ~ December 22, 2012**

**Members Present:** Chair David Bickford, Vice-Chair Theresa Jarvis

**Excused Absence:** Selectman Jeffrey Kratovil

**Others Present:** Arthur Capello, Building Inspector/Code Enforcement Officer

**1. Call to Order** – Chair David Bickford called the meeting to order at 9:40 AM

**2. Department Reports:** *Building Inspector* – Arthur Capello presented the results of the electrical and plumbing bids for work at Town hall.

Electrical: In addition to posting the bid request at Town Hall and on the Town's web site nine electrical contractors were provided the bid information. Four of them attended the walk through. The estimate used for the LCHIP application was \$ 11,300. Bid results are:

Langis Electric	\$ 8,075
Rines Electric	\$ 8,750

Selectperson Jarvis disclosed that she has had work done in the past and will in the near future by Rines Electric. Selectman Bickford disclosed the he is an abutter to the Rines Electric storage building. BI Capello recommended that the Board select the individual that pays property taxes to the Town of New Durham. Reasons given for selecting Rines Electric included that he was a taxpayer, the quality of his work is well know, he is very familiar with the Town Hall and it's electrical systems and that whenever the Town needs work done at any town facility he comes as soon as possible.

Selectman Bickford question whether the money for these bids should be encumbered or come from the undesignated fund balance. In response to his question Selectperson Jarvis reminded him that this had been discussed before the bids went out and it was agreed by the full Board that we would encumber the funds.

**Motion:** *To awarded the electrical contract to Rines Electric in the amount of \$8,750. (Jarvis/Bickford) Vote: 2-0.*

**Motion:** *To authorize the Chair to sign these contracts. (Jarvis/Bickford) Vote: 2-0.*

Plumbing: In addition to posting the bid request at Town Hall and on the Town's web site seven plumbing contractors were provided the bid information. One attended the walk through and a second arranged a walk through at a different time. The estimate used for the LCHIP application was \$5,725. Bid results are:

Badger Plumbing & Heating \$ 5,650

**Motion:** *To awarded the plumbing bid to Badger Plumbing & Heating in the amount of \$ 5,650. (Jarvis/Bickford) Vote: 2-0.*

**3. Other Business:**

Auditors Contract: The Town has received the contract from Plodzik and Sanderson for auditing New Durham's 2012 financial documents.

**Motion:** *To authorize Chair Bickford to sign the auditing contract.* (Jarvis/Bickford) Vote: 2-0

Architect Tony Fallon: Selectman Bickford reported on his discussions with Mr. Fallon regarding the grading around Town Hall and the condition of the current second floor fire escape.

Grading: Mr. Fallon feels that the grade should be at least 3 inches below the bottom of the windowsill to prevent dirt etc from falling on the sill and rotting it. BI Capello stated the he thought putting window wells, which did not need to be attached to the building, would solve the issue. It would also save money. BI/CEO Capello stated that next year we should also repoint the basement. Selectperson Jarvis asked about insulating the bulkhead and putting in stairs so that the basement could be used for storage.

Second Floor Fire Escape: Mr. Fallon discussed the current second floor fire escape with Selectman Bickford. He stated that it would be possible to create a second fire escape inside the Town Hall. This would involve work on the rear stairway. The Selectmen discussed the need to add a sufficient amount of money (\$ 30,000+) to the Building Improvement Expendable Trust Fund so they can continue the suggested repairs and renovations to the building along with making the Town Hall more energy efficient.

Building Permit: The Building Inspector updated the Board in regards to a building permit that had been issued in good faith and now an abutter is questioning if the property is a buildable lot. A “stop work” order has been issued. It has been sent to the property owner and hand delivered to the builder. The builder will be allowed to “button up” the house to prevent damage due to the weather. The notification also spelt out what needs to be done in regards to needed approvals/variances etc from the Zoning Board of Adjustment and Planning Board.

Spreadsheets: The following spreadsheets were identified as needing to be created and maintained by the new Land Use/Assessing Clerk:

- All Woodlots

- Conditional Use Permits

- Stormwater Best Practices requirements attached to Planning Board approvals

- Excavation Permits with expiration dates

Hiring Procedure: Selectman Bickford identified the make- up of the Land Use/Assessing Clerk interview board as:

- All 3 Selectmen

- Town Clerk/Tax Collector

- Building Inspector

- Planning Board Chair

Selectperson Jarvis stated that she could not agree with this as the make-up was not in compliance with the Town’s Hiring Policy and that the full Board of Selectmen had designated Chair Bickford to sit on the interview board as the Selectmen’s representative. In addition she stated that this meeting had been called to deal with the issues of bids and encumbering money and that she would not vote to change the make-up of the interview board without input from Selectman Kratovil. She then listed the individuals that are specified in the Hiring Policy for a Land Use position: Department Head, 1 member of the Board of Selectmen, Town Administrator, the Chair or their designee of the Planning Board, Zoning Board of Adjustment and Conservation Commission. If they wish the Chair of the Planning Board, Zoning Board or Conservation Commission could select either the Building Inspector or the Town Clerk to be their designee on the interview board.

Those present also discussed the list of individuals that would be interviewed and Selectperson Jarvis concurred with Selectman Bickford’s request in this regard.

Respectfully submitted,

*Theresa A. Jarvis, Selectperson*