

**New Durham Board of Selectmen
Minutes of Meeting ~ December 3, 2012
Town Hall**

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Others Present: Town Administrator (TA) Jeremy Bourgeois videographer Jim Ladd, recorder Cathy Allyn

1. Call to Order – Chairman Bickford called the meeting to order at 6:00 P.M. Selectman Kratovil led the Pledge of Allegiance.

Motion by Selectman Kratovil to enter nonpublic session under RSA 91-A:3 II sections (A), (C),(E), and (I) at 6:08 P.M.; second by Selectman Jarvis. 3-0.

Motion by Selectman Jarvis to come out of nonpublic session at 6:58; second by Selectman Kratovil. 3-0.

2. Public Session – At 7:04 p.m., the Board returned to public session. Chair Bickford asked Selectman Kratovil to summarize what transpired during the non-public session. Selectman Kratovil said the Board was informed of two incidents regarding the fire department, and it was the Board's consensus to look into these issues.

3. Public Forum – Cathy Allyn announced the last official event of the Town's 250th Birthday Celebration would be the locking of the Time Capsule on Monday, December 10, 2012, the anniversary of the signing of the Town's Charter, at the New Durham Public Library. She said the idea was for all departments and committees to contribute something representative of their functions to be sealed for 50 years. She said the person locking the capsule had historical ties to the town.

4. Agenda Review – The Board made minor additions.

5. Appointments – The Board met with Ms. Allyn, chair of the 1772 Meetinghouse Restoration Committee. She announced the recent designation of the Meetinghouse by the New Hampshire Preservation Alliance as one of the Seven to Save resources in the state. She reported that she attended a press conference and luncheon in Concord that morning, as the Meetinghouse is also the recipient of a Land and Community Heritage Investment Program (LCHIP) grant of \$13,000. The Committee requested the grant to complete the stabilization and foundation repairs to be done before roof repairs begin.

Ms. Allyn said the networking at today's meeting was profitable, and that the Committee has met with Maggie Stier, field representative from NH Preservation

Alliance. She said the meeting was eye-opening and productive. She explained that Ms. Steir recommended a re-use feasibility study and citizen survey be conducted to determine how the building will be able to pull its own weight in the future. Ms. Allyn was enthusiastic about the restoration's completion.

Ms. Allyn told the Board Patricia Tollner and Kathleen King wanted to serve on the committee. Ms. Tollner had provided a resume for the Board's consideration. Ms. Allyn said the Committee had met with both individuals and felt they would be tremendous assets. Ms. Allyn said Ms. King had an extensive background in history and preservation.

Ms. Allyn said Mark Foynes was acting as consultant for the Committee, and had contacted the UNH Survey Center for information on conducting a public forum and survey. Ms. Allyn said Ian MacKenzie, a craftsman with preservation expertise, was also willing to serve as a consultant.

Regarding the Friends of the Meetinghouse, Ms. Allyn said Patricia Tyson wishes to be involved. She said there has been an upsurge in support since the 250th Celebration when more than 70 people toured the Meetinghouse.

Ms. Allyn announced that the Recreation Department and the Committee are sponsoring a Caroling Event on Friday, December 14, 2012 at 6:30 p.m., complete with a horse-drawn hay wagon trip from the Town Hall parking lot to the Meetinghouse for hot chocolate, cookies, and a lively rendition of "Twas the Night Before Christmas."

Selectman Jarvis said the vetting process could begin on the two potential committee members. Ms. Allyn said she would contact Ms. King regarding submitting her information.

6. New Business

Budget Schedule – Selectman Jarvis said the Board scheduled December 10, 2012 for its final budget meeting. Chair Bickford said the Board should plan on three more meetings. The Board agreed to discuss scheduling at its morning meeting, tomorrow.

Regarding wages, Chair Bickford said the Board needed only an amount to place in the wages "pot" to be utilized. It was agreed to discuss the matter tomorrow.

Heating Oil Contract -Chair Bickford reported that the oil company stated the Town is not locked in. Selectman Jarvis said the price paid on November 21, 2012 was \$3.469. Chair Bickford said budgets could just plug in a number. Selectman Jarvis said there may be the opportunity to lock in while prices are lower.

7. Department Reports

Building Department – Building Inspector/Code Enforcement Officer Arthur Capello told the Board he would meet with architect Tony Fallon on December 10, 2012 to review things. Chair Bickford said he showed Mr. Fallon the assessor's office, bathroom, and highway shed. He said he gave him the joint loss management and energy audit reports.

He said RA Clarke met with them to discuss the highway shed. He said they

spoke about the furnace, and it was suggested that the furnace could be in a raised area. Chair Bickford said he did not mention solar power. BI/CEO Capello said he would bring it up. He asked if the Board saw solar energy as a supplement to the main source, as the cost would depend upon the extent. Selectman Kratovil said solar cells could heat the water coils for heating, but he was doing research on a photovoltaic farm for electricity.

BI/CEO Capello said there was a resident who does solar work for a living, and he would be a good resource. He said RA Clarke knew him. He added that any array should be located close to where the power was needed.

Chair Bickford said the focus was on the highway addition and furnace. He said looking at alternative energy ideas came from that. BI/CEO Capello said a back-up source would be needed.

Town Hall Front – BI/CEO Capello said the specs went out to 10 contractors. He said four came to the site walk on Saturday. He said the work includes replacing boards and historic molding as needed, lead flashing, scraping, and painting from the ground to the clock tower. He said the bids were due on the 13th. He suggested making a decision, signing a contract, and encumbering the money as the weather will not be conducive to outside work. He said the bids should include a square footage cost on rotted areas.

Plumbing and Electrical – BI/CEO Capello said the specs are done for the bathroom plumbing and rewiring the first floor. He said he needed to know if the money for the work is to be encumbered. After discussion, the Board agreed to go out to bid now. Estimate for the electrical work is \$11,300 and \$5,725 to do the back bathroom, remove the front bathroom plumbing, and make an ADA compliant bathroom in the front.

Regrading – Chair Bickford said he asked Mr. Fallon about window wells, as opposed to grading. He said he asked Wendy Anderson to return and look at the work that has been done. He said Mr. Fallon and Ms. Anderson could give the Board professional direction.

Basement Windows – Selectman Kratovil asked BI/CEO Capello if he was confident of the quality from Masonry Unlimited and BI/CEO Capello said he was. He said the Town will be getting low E full casement grids and non-rotting PVC trim and sills, as opposed to pressure treated. He said it was a good deal. He said the blocked windows will be flush with the outside and waterproof.

TA Bourgeois said the water heater broke. BI/CEO Capello said he spoke about that about six months ago. He also suggested to the Board replacing the removed doors to the vestibule because of the heat loss. He said he could look into it in January. TA Bourgeois said he would get it done, if supplied with names.

Police Grant – Chair Bickford said the Highway Safety Grant regarding drunk driving patrols would provide for 22 four-hour patrols.

Motion by Selectman Jarvis to approve the New Durham Police Department DWI Patrol, funded by the New Hampshire Highway Safety Agency, in the amount of \$5,148; second by Selectman Kratovil. 3-0.

Chair Bickford signed the document.

8. Old Business

Fund Balance Policy – Selectman Jarvis said TA Bourgeois gathered samples of fund balance policies in other communities (Francestown, Dover, Portland, ME) and she drew up a draft. She said the draft before the Board included Seabrook's policy, which the Town's auditors like. The Board agreed that the language regarding spending priorities was unclear, and asked TA Bourgeois to contact MRI for clarification.

Land Use Administrator's Assistant Position – Applications are due on December 7, 2012, by close of business. Selectman Jarvis said the interview board will consist of TA Bourgeois and one representative each from the Planning Board, Conservation Commission, Zoning Board of Adjustment, and Board of Selectmen. She suggested Chair Bickford as representative from the Board, as he also serves on the Planning Board.

TA Bourgeois said 16 applications have come in so far, and there are five that the Board should look at. Chair Bickford said he'd like the Planning Board involved from the beginning, since it is the biggest user of the position.

The Board decided to have each member go through the applications and write down his/her top five candidates. Chair Bickford asked TA Bourgeois to find out if the Planning Board could do the same. Selectman Jarvis said the PB will choose its representative on the interview committee tomorrow, so that person could go through the applications.

Selectman Kratovil suggested telling the chairs of the involved bodies that they can decide who will serve on the interview committee by Friday, and that person should go through the applications by December 14, 2012. Selectman Jarvis offered to sit with individuals who preferred to come in on Saturday to go through the applications.

9. Approval of Minutes

Motion by Selectman Jarvis to approve the minutes of November 5, 2012, as amended; second by Chair Bickford. 3-0.

Motion by Selectman Jarvis to approve the minutes of November 19, 2012, as amended; second by Chair Bickford. Bickford – aye, Jarvis-aye, Kratovil – abstain. The motion carried.

The Board tabled the minutes of November 14, 2012, until tomorrow.

The Board discussed that the minutes of August 20, 2012 needed to be approved.

10. Any Other Business

Selectman Kratovil volunteered use of pictures he took of former TA Alison Webb's farewell party for the Town Report.

TA Bourgeois is to check with others involved in the December 17, 2012 non-public session at 12:00 p.m. to see if an hour will be long enough.

11. Adjournment

**Motion by Selectman Jarvis at 9:04 p.m. to adjourn; second by Chair Bickford.
3-0.**

Respectfully submitted,

Cathy 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.