

**New Durham Board of Selectmen
Minutes of Meeting ~ August 6, 2012
Town Hall**

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

Also Present: Town Administrator (TA) Alison Webb, Police Chief Shawn Bernier, Fire Chief Peter Varney, Deputy Fire Chief K. Lockwood, Fire Warden David Stuart, Road Agent Michael Clarke, Equipment Mechanic David Valladares, Leon Smith, Cathy Orlowicz, Nathan Sleight, Carmella April, Kenny April, Billy April, Barbara Hunter, Kayleigh Thompson, videographer Jim Ladd, recorder Cathy Allyn

1. Call to Order – Chair David Bickford called the meeting to order at 7:06 p.m. and asked Selectman Jeffrey Kratovil to lead the Pledge of Allegiance.

2. Public Forum – As chairperson of the Boodey House Committee, Cathy Orlowicz submitted an application for a special event permit. The committee plans to hold a concert of Celtic and bagpipe music, Music on the Ridge, at the Ridge Church on August 12, 2012 from 2:00 – 4:00 p.m.

She said Rev. James Nason is supporting the restoration efforts by opening up the church to the committee. She said the suggested \$10 donation would go toward restoration efforts. Police Chief Shawn Bernier said he had no issues with the event.

Motion by Selectman Terry Jarvis to approve the special event permit for a concert on August 12, 2012 at the First Freewill Baptist Church on the Ridge for the Boodey House committee; second by Selectman Kratovil. 3-0.

Motion by Selectman Kratovil to waive the video policy; second by Selectman Jarvis. 3-0.

Barbara Hunter asked how residents would be aware that the Board repealed the dog ordinance. She said it was her understanding that the Board is relying on state statutes because the local ordinance was not being enforced.

Town Administrator (TA) Alison Webb said a year and a half ago, the Board discovered the ordinance was voted on under the incorrect statute. It then came under scrutiny and there were conflicting thoughts regarding the use of leashes and the definition of “control” of a dog. She said the police department enforced only the state statute because the issue was unresolved.

Chair Bickford said the Board repealed the selectmen's regulation which included a leash law. He said the law requires that a dog be under control, and if there is a problem, the Board could once again put a leash law into effect.

Selectman Jarvis said there is no real difference for anyone in town, except that any fines would go to the state, rather than the Town. TA Webb said she would add the information to the Town website.

3. Agenda Review – There were no modifications.

4. Appointments/Announcements

The Board met with Team Leader Carmella April to discuss a raffle permit for the

Lung Association's climbing team, Linda's Purple Dragonflies. The team climbs 41 stories and the raffle is a fundraiser for the team members' \$100 minimum. Ms. April said the drawing would be November 13, 2012 with prizes of a Kindle Fire, a \$50 gift certificate to Appleby's, and a \$25 gift certificate to Dunkin' Donuts.

Motion by Selectman Jarvis to approve the application for a raffle for Linda's Purple Dragonflies; second by Chair Bickford. 3-0.

Openings – TA Webb announced that the Parks and Recreation Commission is in need of a new member, the Budget Committee needs two members, and the ZBA is in need of alternates. She said the Town would be happy to have people become involved.

5. Department Reports – There were no reports.

6. Old Business

250th Birthday Celebration -TA Webb said it was fantastic to see the entire community come together. She said the event was well run and well put together. She said the library's movie was great and indicated she received feedback that the historical displays should be seen more. She remarked that the staff, volunteers, and participants did a good job. Selectman Kratovil brought up writing thank you letters, but Selectman Jarvis said her concern was that someone might be overlooked. He suggested writing a letter to Recreation Director Kellie Chase.

Part-time Police Officer – Selectman Kratovil asked Police Officer candidate Nathan Sleight if he foresaw any conflict by working for both the Town and the Marine Patrol. Mr. Sleight assured him that he would be able to work a maximum of 25 hours a week for New Durham. He said many officers of the Marine Patrol work part-time for towns. TA Webb said Mr. Sleight was vetted and all set to go.

Motion by Chair Bickford to hire Nathan Sleight as a part-time police officer; second by Selectman Jarvis. 3-0.

TA Webb said Chief Bernier would complete a Personnel Action Form.

7. New Business

Short-term/Long-term Disability Insurance Carrier – TA Webb said the current carrier, Standard, does not allow an employee on disability to supplement with sick or vacation time to have a full pay check. The insurance pays 66 per cent of the person's salary.

She reported that both the Local Government Center and UNUM allow employees supplement pay, which she saw as a benefit, and recommended switching to UNUM for a five per cent savings and a start date of September 1, 2012.

Motion by Selectman Jarvis that the Town change its short-term/long-term disability insurance carrier to UNUM, effective September 1, 2012; second by Chair Bickford. 3-0.

As the Board needed to vote to authorize the chairperson to sign, Selectman Jarvis brought up that it could vote on blanket authorization for this and future signing of documents. TA Webb said the Board could authorize not only the chair to sign. She stated that some documents require all three signatures.

Motion by Selectman Jarvis that the chairperson be the designated signer on any appropriate documents until Town election for Town officials; second by Selectman Kratovil. 3-0.

Abatement Refund and Credit Applied – TA Webb explained that two payments had been made when the 2011 tax liens turned over, so the payments had to be credited.

Motion by Selectman Jarvis to approve the abatement refund and credit in the amount of \$20 for property at 250 Ridge Road; second by Selectman Kratovil. 3-0.

Motion by Chair Bickford to approve the credit of \$18 for property at 104 Kings Highway Road; second by Selectman Kratovil. 3-0.

The Board signed the documents.

Emergency Management Performance Grant Agreement Extension – Selectman Jarvis said the grant agreement was signed on March 5, 2012 but meetings did not begin until May 2012. She said the facilitator has been busy and the Emergency Operations Plan will not be completed by the grant deadline of September 30, 2012. She said this is a routine request to extend the grant to September 30, 2013.

Motion by Selectman Jarvis to request an extension for completion of the EMPG Grant Agreement until September 30, 2013 in order to update the Town's Emergency Operations Plan; second by Chair Bickford. 3-0.

TA Webb said the document needed to be notarized and signed by the full Board.

Purchase Orders

Rines Electric, LLC - **Motion by Selectman Jarvis to sign Purchase Order #1030 in the amount of \$3,995.83 to Rines Electric, LCC for electrical work required by the lightning strike; second by Selectman Bickford. 3-0.**

Selectman Kratovil said he brought up the subject of lightning rods at the last CIP meeting. Road Agent Mike Clarke said they could be expensive, but could be looked into. Selectman Kratovil said he would be interested in speaking to Transfer Station Foreman Joe Bloskey about it.

Liberty International Trucks, Article 7 of the 2012 Warrant – Chair Bickford asked why the price was higher and RA Clarke said the state bid was up this year. He pointed out that the Board saw all the copies and those were the prices he budgeted for.

Motion by Selectman Jarvis to approve Purchase Order #179 to Liberty International Trucks of New Hampshire, LLC in the amount of \$73,097 for a 2013 International truck; second by Chair Bickford. 3-0.

H.P. Fairfield, LLC – **Motion by Selectman Jarvis to sign Purchase Order #180 to H.P. Fairfield in the amount of \$57,750 for a six wheel chassis, dump body with plow and wing blade; second by Chair Bickford. 3-0.**

Aquatic Control Technology, Inc. – Chair Bickford said the PO included a bill of \$7,425 plus \$500 for submission of the year-end report, submitted to the state on the Town's behalf.

Motion by Chair Bickford to pay Aquatic Control Technology, Inc a total of \$7,925, per Purchase Order #1485; second by Selectman Jarvis. 3-0.

The Board signed all of the Purchase Orders.

8. Return to Old Business

Forestry Truck - The Board met with members of the Fire Department to discuss options for a forestry vehicle. Fire Warden David Stuart explained that the current forestry truck is out of service due to mechanical failure. He said the department formed a committee to develop options. Fire Chief Peter Varney told the Board that the truck broke down on a mutual aid run to Gilford.

Deputy Fire Chief K.G. Lockwood provided the Board with six options the ad hoc committee generated. They included: acquiring a surplus truck; repairing the current 30 year old truck for an estimated \$2,500 to \$3,000, which might not be safe; using the 1986 utility truck, which is also extremely old; purchasing a used truck for \$33,500 to \$35,000 without a body and mileage of approximately 32,000; purchasing a new truck for approximately \$40,000; or moving the highway department flatbed Ford F350 without dumping capabilities to the fire department, thereby extending the life of the vehicle to 20 years from the seven it is slated for in the highway department.

Deputy Chief Lockwood recommended the last option and said the fire department would replace the Kelly Blue Book value in the CIP and RA Clarke was willing to find something to use. Selectman Jarvis clarified by saying the fire department was proposing transferring the skid unit to the flatbed and the highway department would purchase a similar truck with dumping capabilities.

Chair Bickford suggested sharing the vehicle. Selectman Jarvis said it would take too much time to load the skid unit when responding to a call. Equipment Mechanic David Valladares estimated it would take two hours to mount the skid unit, after which it would need to be filled with water. He agreed that a one ton pick-up truck may be able to hold all the water in the skid unit, but not anything beyond that. He added that tools and hose bed weigh about 400 pounds.

Chair Bickford said the F350 was a valuable truck to be taken off-road. Chief Varney said 85 per cent of mileage put on a forestry truck is on paved roads. Deputy Chief Lockwood said the forestry truck went out 35 times in April. He told the Board that the Fire Warden and Chief determine where the vehicles go, and said that the truck would not go deep into wooded areas if they said it was not to.

Chief Varney said he evaluated the fire danger and there was the possibility the truck could be sent in deep, but that the department generally uses the mule for off-road work. Fire Warden Stuart said nine out of 10 times the truck is pulled in and used for staging. Deputy Chief Lockwood added that ATVs are used to go in deep.

In response to Selectman Kratovil's question of the state taking responsibility, Deputy Chief Lockwood said the state never takes responsibility or provides first responders. He said the state pays if damage is more than one-tenth of one per cent of the assessed value.

Selectman Jarvis said the department could not be without a forestry vehicle. Fire Warden Stuart said the department could use the truck during the winter, also. Selectman Jarvis agreed there were a multitude of uses for a forestry truck with a removable skid unit. Deputy Chief Lockwood said utilizing the highway department truck is the best option for the community economically.

Chief Varney said money replacement could be handled through the Capital Reserve Fund. Selectman Jarvis said the Board decides where the money goes. RA Clarke said he could work around not having the truck. Selectman Jarvis said she believed monies from the CRF could be used for a used vehicle.

Mr. Valladares estimated \$24,000 for another cab and chassis for a used truck for the highway department. He said the total cost of a new dump body is \$5,400. RA Clarke said the plow on the current truck cost \$5,200 installed, but he could get one for \$3,800. He said the plow could be removed and installed on the new highway truck.

Regarding the thought of retaining the plow on the forestry truck, Chief Varney pointed out that the truck's estimated 20 year life would be shortened if it were used for plowing. Mr. Valladares said it could come into play, however, if a highway vehicle were down. He said it might cost \$30,000 to replace the truck without a plow.

TA Webb said the plan was feasible and would not throw off the CIP. Selectman Jarvis said she would remove the plow for the new highway truck and move the flatbed to the fire department. Chair Bickford said he preferred getting a new nine foot plow.

RA Clarke said he would check into both new and used vehicles. Mr. Valladares said the road agent's pick-up is a 2001 and the Town has had it since 2007. He suggested seeing how much having a used vehicle has cost. He said the highway department uses all its trucks, and the mechanic's vehicle could shift to the highway department for a few weeks if the flatbed went to the fire department.

Motion by Chair Bickford that the highway department purchase a new one ton dump truck with plow, not to exceed \$35,000, and subsequently set up the 2310 Ford F350 for the fire department's forestry truck; second by Selectman Jarvis. 3-0.

RA Clarke and Mr. Valladares agreed to get numbers together concerning the new truck. Deputy Chief Lockwood said it was a creative solution and it was good that everyone worked together on it. Chair Bickford said the forestry truck would be somewhat of a shared vehicle.

Impala – Mr. Valladares said the new Impala has been delivered and should be up and running next week. He said the old cruiser will be stripped and ready to go on sale next week. He said the police 2011 Explorer sustained heavy rear hatch damage last weekend and would cost \$4,466 to repair. TA Webb said the Town has a \$1,000 deductible.

Video Policy – Selectman Jarvis said she had made revisions. Chair Bickford said the Board should ask itself why the policy was needed. The Board reviewed the revisions. Among the changes made were removal of community organizations being allowed to sign out equipment and record programs of community interest due to more advanced equipment and partial ownership by Wolfeboro Community TV, and the addition that all committees could waive the policy. Selectman Jarvis said she would do another edit.

Purchase Policy – Selectman Jarvis said some elements of the current policy are a waste of time. She said the policy has been in place for five years. The Board will consider revisions.

MRI Invoice – Chair Bickford signed the monthly bill for TA Webb's services, which was overlooked when the manifest was signed earlier.

Police Officer Interviews – Selectman Jarvis asked who was doing the full-time officer interviews on Wednesday. She said if the recommendations came in, the Board could meet on Thursday so the background checks might be completed in time for the new officer to join the September Police Academy class. The Board scheduled a meeting for Thursday, August 9, 2012 with the possibility of canceling that and meeting August 10, 2012, instead.

9. Future Meetings

The Board scheduled its business meeting for August 20, 2012 at 1:00 p.m. at the Fire Station Community Room, and a joint meeting with the Budget Committee for August 27, 2012 at 7:00 p.m. at Town Hall.

10. Approval of Minutes

Motion by Chair Bickford to approve the minutes of the business meeting of July 16, 2012, as amended; second by Selectman Jarvis. 3-0.

11. Adjournment

Motion by Selectman Jarvis at 10:15 p.m. to adjourn; second by Chair Bickford. 3-0.

Respectfully submitted,

Cathy L. Allyn