

**New Durham Board of Selectmen
Minutes of Meeting ~ January 9, 2011
Town Hall**

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Also Present: Town Administrator (TA) Alison Webb, Police Chief Shawn Bernier, Town Clerk Carole Ingham, Recorder Cathy Allyn, Baysider reporter Brett Tiede, videographer Mary McHale

1. Call to Order – Chair Terry Jarvis called the meeting to order at 7:04 p.m. and led the Pledge of Allegiance.

2. Agenda Review – Chair Jarvis said she allotted finite amounts of time per discussion item to keep the meeting from running long.

3. Citizens' Forum – There was no public input.

4. Department Reports

Police – Police Chief Shawn Bernier told the Board that New Durham School Principal Lisa Tremblay requested an officer be on duty during regular school hours, 8:30 a.m. – 4:30 p.m., for voting on January 10, 2012 so the school would not have to be locked down. He indicated an officer on duty during voting had not been budgeted for.

Chief Bernier said his department registered with the state for the National Take-Back Initiative, so all old prescription medicines can be dropped off at the police department on April 28, 2012. A police officer will then take the drugs to the landfill to be disposed of safely.

Chief Bernier indicated the fire department's conversion to Strafford County Dispatch Services is not going well for his department, as the police officers now do not have contact with the fire department. He believed the police radios would be reprogrammed to the Farmington channel now being used by the fire department, but Sheriff Estes told him it was not the dispatch service's responsibility to do so. He said the police can call the fire department on the local channel, but the police are unable to hear the fire department being toned. He said there would be a cost involved to add the Farmington channel to the 16 radios (one in the bay station, five in cruisers, and 10 portables) the police department uses. Chief Bernier said he would get a cost estimate and follow up with Fire Chief Peter Varney and Deputy Fire Chief Kenneth Lockwood regarding adding the channel.

Chair Jarvis said it was critical for the police to receive calls, as sometimes that department can respond before the fire department. Chief Bernier said Strafford County Dispatch Services will contact the police department when the fire department is toned on the Farmington channel. He said the police would drop the Lakes Region Dispatch Service channel once the Farmington channel is added to the police radios.

While Chief Bernier was present, Selectman Jeff Kratovil brought up not funding a fifth police officer for the first quarter of the year, since any new hire would not likely start work until April. Chief Bernier said the corporal in the department was being evaluated to serve as sergeant.

Ethics Committee Appointments – Town Administrator (TA) Alison Webb said she heard from a member of the now defunct Ethics Ordinance Revision Committee that two people are interested in carrying out on the new Ethics Committee what their terms would have been. She said the Ethics Policy takes effect on January 26, 2012 and she hoped members could be appointed at the next meeting. Selectman David Bickford said the Board needed to know the names before appointing people. TA Webb said the committee is envisioned to educate and support public servants. She added that one member could be a public servant. She and the Board agreed that she needed to speak directly with the people involved.

Public Notice – Chair Jarvis read a public notice issued by Town Clerk Carole Ingham regarding a Supervisors of the Checklist meeting on January 24, 2012, the Town's filing period and available offices, and Town Election and Town Meeting dates.

Alternate Inspector of Elections – Chair Jarvis said Ms. Ingham has requested Angela Pruitt be appointed as an additional inspector of elections. Ms. Ingham said there will be four elections this year, and she would like Ms. Pruitt to be appointed to work as needed. Chair Jarvis clarified that the Town Moderator nominates an inspector of elections and the Board appoints. She said it would be helpful to know something about Ms. Pruitt, and asked that she write up something if she is unable to attend the next meeting. Selectman Bickford said the Board should have a general idea of whom it approves. Ms. Ingham said Ms. Pruitt was not needed for tomorrow's voting.

5. Old Business

Approval of Personnel Manual – The Board made minor changes to the draft of the Personnel Manual and will seek additional information from the Department of Transportation. Chair Jarvis said someone should proofread the document.

Motion by Selectman Kratovil to accept the New Durham Town Personnel Manual, as amended, taking into consideration spelling, grammar, and math corrections, upon review of the Finance Officer; second by Selectman Bickford. 3-0.

Approval of Budgets – The Board reviewed the budgets of several accounts.

Account 4194, General Government Buildings – The Board discussed leaving all Americans with Disabilities Act (ADA) items in this account, or moving them to account 4903. Chair Jarvis said she took the categories in the operational budget from the DRA's MS-2 form. Selectman Kratovil said ADA changes fit the definition of items in the operational budget. Chair Jarvis suggested making the front door and bathroom ADA changes a warrant article so not all the changes would have to be done. She said if lines 431 through 437 (regarding basement mold, bath conversion and other one-time expense items) were then moved to account 4903, the Board's bottom line for 4194 would remain at \$75,810.

Account 4192, Zoning Board – Chair Jarvis said the Budget Committee approved Land Use Administrator David Allen’s request for \$200 for advertising and \$100 for postage for a total budget of \$6,149 in October 2011, but Mr. Allen revised those numbers on November 21, 2011. Due to offsetting revenue to pay for postage and advertising, those two lines are reduced, so the Board’s figure for the Zoning Board of Adjustment is \$5,899.

Account 4903, Capital Outlay/Buildings – Chair Jarvis said the total would be \$36,800 when the ADA lines are added. Selectman Bickford suggested increasing the amount by \$5,000 on the highway department’s burner project for an alternative energy source. He recommended a wood chip furnace, and noted that the Town should not be hamstrung with an oil burner. Chair Jarvis clarified that \$16,000 would be budgeted for the highway department’s burner project.

Motion by Selectman Bickford to approve account 4903 in the amount of \$41,800, second by Chair Jarvis. Jarvis – aye, Bickford – aye, Kratovil – nay. The motion carried.

Account 4916, Expendable Trust Funds - **Motion by Chair Jarvis to approve account 4916 in the amount of \$27,000; second by Selectman Bickford. 3-0.**

Requests for Increase in Hours – Chair Jarvis said the Board has looked at a request for an increase in hours from 21 to 32 for clerical services at the highway department, Transfer Station, and Equipment Mechanic department. She said last year the Board approved eight hours and this year the request is for 10 hours. She said she did not see a lot of justification and the budget is tight. The Board agreed to keep the Solid Waste Facility clerical hours at eight per week, which would reduce line 111 by \$1,453 for a total of \$5,812.

Chair Jarvis indicated the Parks and Recreation Commission requested an increase in hours at the beach for a bottom line amount of \$6,337.

Motion by Chair Jarvis to decrease line 115 in account 4520 by \$1,200 for a bottom line amount of \$59,759; second by Selectman Bickford. 3-0.

Motion by Selectman Kratovil to adjust account 4324 to reflect a total of \$206,131; second by Selectman Bickford. 3-0.

Merrymeeting Lake Water Testing – The Board reviewed information indicating the Town’s share of water quality testing is \$158 less than expected, so that line could be reduced.

Motion by Selectman Kratovil that the new bottom line of account 4612 for the New Durham Conservation Commission be \$5,227; second by Selectman Bickford. 3-0.

Account 4191, Planning Board – The Board had a request for increased hours regarding line 140, but agreed that the line won’t be adjusted from their reduction to 24 hours per year.

Account 4915, Capital Reserve Funds – Chair Jarvis said the Board has previously decreased the CRFs. Selectman Kratovil suggested reducing the line for the satellite fire station to \$2,500. The Board took no action.

Motion by Chair Jarvis to approve account 4915 regarding Capital Reserve Funds in the amount of \$428,550; second by Selectman Bickford. 3-0.

Account 4415, Health and Other Agencies – Selectman Kratovil suggested zero funding contributions to the VNA, Homemakers, and Community Action Program (CAP), saying the citizens should decide what charities to give to. Chair Jarvis said the line could be funded with no affect on the tax rate by using the John C. Shirley trusts. She said the VNA funding used to come from the Shirley timber trust. She suggested contributing \$1,000 to the VNA and \$1,112 to the Homemakers from the timber trust and \$1,500 to CAP from the charity trust. Selectman Kratovil felt providing money to the Town's Welfare Department would be more in the true spirit of the trusts, rather than assisting groups that help communities besides New Durham.

Chair Jarvis said the idea could be put on the draft warrant, and the Trustees of the Trust Fund and Town Counsel could look at it. As of December 31, 2009, there was \$25,667.77 in the timber trust and \$27,952.62 in the charity. Selectman Kratovil said it would be putting \$1,000 into an organization that helps a pool of people, rather than just the citizens of New Durham. He said transferring the money to the Welfare budget would ensure the money stays in town. Selectman Bickford clarified that Selectman Kratovil's preference was to limit funding to charities. He said the Town is subsidizing Medicare. Chair Jarvis said the Town was paying for people with no insurance. Selectman Bickford said the Town's Welfare could pay the VNA. Chair Jarvis pointed out that the Town would pay significantly more than what the VNA requested. She said the Town would be worse off.

Draft Warrant – Chair Jarvis said the document before the Board reflected last week's numbers. The Board made minor changes, including returning to the format of all CRFs and all ETFs to be presented in two articles, rather than six. The Board agreed the draft could be sent out to see if it is acceptable.

Police Officer Position – Selectman Kratovil reiterated his suggestion to wait on funding the position no earlier than April, since searching for candidates, background checks, and the PT test will take until at least then. Chair Jarvis said Chief Bernier was suggesting promoting someone. Selectman Bickford said he saw no high need for a fifth officer. He said by not replacing the sergeant, the Town would save \$113,000 on salary, benefits, and a cruiser. Chair Jarvis noted the new officer would be a patrolman, so there would be a lower rate of pay. Selectman Kratovil said he would like to see the empty position filled.

Chair Jarvis said there would be some savings realized if the position were not filled immediately, but the issue is if the Board wanted four or five full-time officers. Selectman Kratovil pointed out that residents voted for five officers at Town Meeting. TA Webb said the Board could bring the article to Town Meeting. She said both Chair Jarvis and Selectman Kratovil want five officers, so it does not need to be brought before Town Meeting. She suggested deciding at the next meeting on when Chief Bernier can begin advertising.

Selectman Bickford advised the Board to look at the budget before making a decision on hiring a fifth officer. He said Chief Bernier told the Board not to budget the money yet. Selectman Bickford suggested waiting. Chair Jarvis said safety services are necessary and that 30 fire department personnel and five officers on the police department are sufficient numbers. Selectman Kratovil said the Board could reexamine the matter.

Milfoil Purchase Order – Chair Jarvis said a time schedule to be met exists for the Milfoil Committee to get permits in order to do a chemical application in the summer, and it would take \$625 to complete Task 1A, which includes the notifications and applications. Selectman Kratovil said he was uncomfortable signing it. Chair Jarvis said the issue was timing. TA Webb said it must be submitted as soon as possible.

Motion by Chair Jarvis to authorize the chair to sign the 2012 proposal for chemical treatment by Aquatic Control Technology in the amount of \$8,550; second by Selectman Bickford. Jarvis – aye, Bickford – aye, Kratovil – nay. The motion carried. Selectman Kratovil said if this is signed now, the taxpayers feel it is just a formality for them to approve it.

6. New Business

Swap Shop at Transfer Station – TA Webb said she spoke with Foreman Joe Bloskey regarding a citizen's request to bring back the Swap Shop. She told the Board he said the Town stopped doing it because the volunteers who ran it dropped out. He indicated it is time intensive to keep junk out of the shop and there is no good space for it now. He was against the idea.

TA Webb said the Planet Aid box is at the Transfer Station and last year 8,000 pounds of clothing were collected, which saved the Town \$500 worth of garbage. Chair Jarvis said there was not space for it, and she did not want to pay Town employees to man it. Selectman Bickford said he would like to have it operate again, because it was an opportunity to reuse. He said the Town has to pay to send out garbage. He said volunteers built that area specifically for the swap shop. Chair Jarvis said she thought it would end up as a junk shop. TA Webb suggested tabling the issue for now and revisiting it when the weather is warmer. She said she could ask the person who brought up the idea if they would commit to organizing it.

7. Approval of Minutes

Motion by Chair Jarvis to approve the minutes of December 19, 2011, as amended; second by Selectman Bickford. 3-0.

Motion by Selectman Kratovil to approve the minutes of December 21, 2011, as amended; second by Selectman Bickford. 3-0.

Other minutes were tabled, due to the lateness of the hour.

8. Future Meetings

The Board scheduled its next meeting for January 23, 2012 at 1:00 p.m. at the fire station community room.

The Board discussed February 27, 2012 as a possible date for the Warrant Call-In. TA Webb is to connect with Cathy Allyn about the library's availability.

TA Webb brought up the idea of a goals workshop with department heads.

9. Any Other Business

Recorder Allyn brought up her concerns about the Board removing citizens' comments from minutes. Asked to cite an example, she indicated deletion of a segment of Parks and Recreation Commissioner Kristyn Bernier's remarks

somewhat changed the tenor of the discussion, as well as Ms. Bernier's justification that the Board reconsider its cuts to the ballfield maintenance line. Selectman Bickford said omitting redundancies clarified the issue. The Board agreed to revisit the minutes of December 5, 2011.

10. Adjournment

Motion by Chair Jarvis at 11:50 p.m. to adjourn; second by Selectman 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.