

**New Durham Board of Selectmen  
Minutes of Meeting ~ March 19, 2012  
Fire Station Community Room**

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

Also Present: Town Clerk Carole Ingham, Road Agent Mike Clarke, Town Historian Cathy Orlowicz, videographer Beth Meyer

**1. Call to Order** – Chair Terry Jarvis called the meeting to order at 12:38 p.m. and called a recess until 1:00 p.m. She led the Pledge of Allegiance following the recess.

**2. Agenda Review** – The Board made minor modifications.

**3. Appointments**

*Sheri Joy* – Chair Jarvis indicated Ms. Joy's name was brought forward as ballot clerk and alternate inspector of elections at the last meeting. Selectman David Bickford said the two-week vetting period was over.

**Motion by Selectman Bickford to appoint Sheri Joy as ballot clerk and alternate inspector of elections; second by Chair Jarvis. 3-0.**

The Board signed the appointment form.

*2012 Reappointments* – Chair Jarvis noted that the Planning Board's Rules and Procedures require the building inspector to be reappointed each year. She said that is not something required by the state. She suggested researching the matter in hope of changing the requirement. Town Clerk Carole Ingham said the decision for that was made at Town Meeting.

Chair Jarvis said the fire chief was appointed in 2009 and a 2008 Town Meeting article changed the appointment process. She said a local governing board made up of one selectman, two fire department personnel, and a fire chief from another community makes the appointment. She said New Durham's fire chief's term is up.

Chair Jarvis read the names of the people to be reappointed, including: Building Inspector - Arthur Capello, Capital Improvement Advisory Committee – Christopher LaPierre, Conservation Commission – William Malay and Padraic McHale, Ethics Committee – Dot Veisel, Carol Allen, Ellen Phillips, and Mike Gelinas (for one year), Fire Chief – Peter Varney, and Parks and Recreation Commission – Sherri Brulotte, Jennifer Nyman, and Dot Veisel.

**Motion by Chair Jarvis to name all of those named above for reappointment, and to start the vetting process for all named except for the fire chief, as that process is different; second by Selectman Jeff Kratovil. 3-0.**

Chair Jarvis said the Town is seeking volunteers to fill the following: one member-at-large for the Capital Improvement Advisory Committee, four alternates for the Conservation Commission, four alternates on the Planning Board, and one full member and five alternates on the Zoning Board of Adjustment.

*Town Historian Request* – The Board met with Town Historian Cathy Orlowicz, who asked permission to display items in the historic collection currently in the

vault at the Town's 250<sup>th</sup> Birthday Event on July 28, 2012 from 10:00 a.m. – 4:00 p.m. She said members of the Boodey House committee and the New Durham Historical Society will help man the display, which is to be set up in the fire station community room. She indicated the Town Charter, old records, maps and information cards on the older buildings in town would be part of the display. Chair Jarvis said most people have not seen these items before.

**Motion by Chair Jarvis to authorize the town historian to display the historical collection on July 28, 2012 as part of the Town's 250<sup>th</sup> Birthday Celebration; second by Selectman Bickford.** Ms. Orlowicz said the charter is in a frame and protected from light. She said no measurable harm will come to the items by being on display, and that she would take every precaution to protect them. She added that Mylar sheets are over the maps and people will not be allowed to touch items. **3-0.**

#### **4. Department Reports**

*Tax Collector Contract* – The Board met with Ms. Ingham regarding the draft of the memo agreement and compensation for the tax collector. Selectman Bickford said everything besides the two percent raise was the same.

**Motion by Selectman Bickford to accept the agreement with Carole Ingham as tax collector; second by Selectman Kratovil.** Ms. Ingham explained that the RSAs require a contract. Selectman Kratovil noted that the raise amounted to only a 1.46 percent increase. Ms. Ingham said that was what was approved, and it could not be changed. Selectman Kratovil asked about the 100 percent accumulated sick leave and vacation time, which is different from other employees. Ms. Ingham answered that that was negotiated years ago. She said she has rarely taken sick leave, so she negotiated to receive it when she leaves. **3-0.**

The Board signed the agreement.

Ms. Ingham mentioned that the reappointment of the fire chief was a moot point, since the chief can serve until his successor is appointed. Chair Jarvis said a successor can be appointed only when the chief's term is up.

#### **5. Old Business**

*Notice of Inspection* - Chair Jarvis said Attorney Richardson has indicated the Duncan property on Route 11 has been cleaned up and is now in compliance with Town zoning ordinances. The inspection date was February 20, 2012. Chair Jarvis noted the clean-up happened three and one-half months earlier than the date set by the Town.

**Motion by Chair Jarvis that the Board of Selectmen sign the notice of release of stipulation relative to the Erven and Yolanda Duncan property on Route 11; second by Selectman Kratovil.** **3-0.**

The Board signed the notice. Chair Jarvis said Ms. Ingham would notarize it before it goes to the Duncan's attorney, and then Attorney Richardson will file it.

Selectman Bickford said we would have to give them something for their wood processing business. Chair Jarvis said she would check the agreement.

*Mutual Aid thank-you letter* – Selectman Kratovil asked if the letter to the mutual aid towns had been sent off. Chair Jarvis said she would check with Town Administrator Alison Webb.

## **6. New Business**

*2012 Board of Selectmen Assignments* – The Board discussed the assignments. Selectman Bickford said he would not be able to vote on one of the projects before the Planning Board, as he is an abutter. Chair Jarvis agreed to be the alternate on the Planning Board.

**Motion by Selectman Bickford to appoint Chair Jarvis as the alternate Selectmen's representative on the Planning Board; second by Selectman Kratovil. 3-0.**

**Motion by Chair Jarvis that Selectman Bickford serve as chairperson of the Board of Selectmen; second by Selectman Kratovil. 3-0.**

**Motion by Selectman Bickford that Chair Jarvis represent the Board on the Budget Committee; second by Selectman Kratovil. 3-0.**

The Board discussed that assignments could change if Selectman Kratovil's work schedule changed.

**Motion by Chair Jarvis that Selectman Kratovil serve as the Board's representative on the CIP; second by Selectman Bickford. 3-0.**

**Motion by Selectman Bickford that Chair Jarvis serve as the Board's vice-chairperson; second by Selectman Kratovil. 3-0.**

*IT Advisory Committee* - Chair Jarvis said two members of the Budget Committee who work in the IT field reviewed the technical report on the Town's computer systems, and reported there were good suggestions but steep prices. She suggested forming an IT Advisory Committee of five people to look at the report and all of the Town's computer systems. She said the committee could provide recommendations and see what the Town's future needs might be. She said bulk purchasing might be possible.

Selectman Bickford advised giving the report to TA Webb and having her appoint people to help her accomplish the same things, rather than forming a committee. Chair Jarvis said she would tell TA Webb to start on the project. Selectman Kratovil said his brother-in-law makes a living by troubleshooting IT matters. He said he could show him the document, and perhaps he could then advise the Board. Chair Jarvis indicated it was a public document.

*Building Committee* – Chair Jarvis said TA Webb, in light of the energy audit and Historic Structures Report for Town Hall, had put together a request for quotes. Chair Jarvis wondered if Building Inspector Capello and the people Deputy Town Clerk Stephanie Mackenzie had gathered to help with minor repairs in Town Hall could make up a building committee. The committee could start prioritizing work based on those reports. Selectman Bickford pointed out that BI/CEO Capello is good at prioritizing. Chair Jarvis said this would give him help. Selectman Bickford suggested asking the fire chief what his priorities are.

*Request for Reimbursement* – Road Agent Mike Clarke informed the Board that a citizen has requested reimbursement for the \$68 cost of removing rocks from his

vehicle's tie rod ends. The lodged rocks came from driving on a Town dirt road. He said he was concerned about setting a precedent. He said stone is put down on the roads. He indicated there had been a bad sinkhole by the Christmas tree farm, prior to the road being graded. He said he became aware of the problem on a Thursday morning and it was fixed that afternoon. He said the resident travels that road every day. RA Clarke told the Board he had nothing in his budget to cover this.

Chair Jarvis said she was also concerned about setting a precedent. Selectman Bickford said the road problem was taken care of, and there was nothing the road agent could have done differently, so he did not see that the Town had any liability. He proposed rejecting the request. It was the consensus of the Board not to honor the citizen's request for reimbursement.

*Salary Order* – Chair Jarvis said Financial Assistant Vickie Blackden needed the Board to sign the Salary Order so she can process it for April 1, 2012. The Board signed the order.

*Easement for Access to Downing's Pond Dam* – Chair Jarvis said TA Webb had expected to receive the easement papers by now for signature. She said if the documents came in this week, the Board could call a meeting to review and sign them. RA Clarke said he was ready to start when the final paperwork came through.

He told the Board the wing wall on the bridge at Davis Crossing Road has moved more, and is now separated from the bridge by an inch. He said the work has been paid for, but he would contact the contractor. He said he did not want to involve the engineering firm. Selectman Bickford said to make CMA Engineers aware of the situation, and to document with photos. RA Clarke said he assumed the contractor would come out and apply compound, as before.

*Positive Performance Memo* – The Board briefly discussed the memo Selectman Kratovil prepared regarding the positive performance of an employee.

**Motion by Chair Jarvis to approve the latest version of the document and authorize the chairperson to present it to the individual; second by Selectman Bickford.** Following discussion that Selectman Kratovil may wish to present the memo, Chair Jarvis withdrew her motion.

**Motion by Chair Jarvis to sign the current draft of the positive performance memo; second by Selectman Bickford. 3-0.**

Selectman Kratovil asked if the chair wanted to read excerpts from the memo, since the non-public minutes had not been sealed. Chair Jarvis said she would prefer not to read any of the memo, as the Board has not signed the final document. Selectman Bickford said Selectman Kratovil should present the memo.

*Mold Removal* – Chair Jarvis said TA Webb wanted the Board to review the draft RFP for mold removal quotes, and provide comments.

## **7. Schedule Next Meeting**

The Board scheduled its next meeting for April 2, 2012 at 7:00 p.m. in Town Hall.

## **8. Approval of Minutes**

Chair Jarvis said she would check the DVD of the meeting of January 23, 2012 to clear up an issue.

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

**9. Any Other Business**

Selectman Kratovil thanked Chair Jarvis for serving as chairperson. The Board discussed working on several policies.

**10. Adjournment**

**Motion by Chair Jarvis at 2:45 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.