

**New Durham Board of Selectmen  
Minutes of Meeting ~ May 7, 2012  
Town Hall**

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

Also Present: Town Administrator (TA) Alison Webb, Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello, Fire Chief Peter Varney, Deputy Fire Chief K. G. Lockwood, David Brown, Ed Brown, David Smith, Cathy Orlowicz, videographer Ryan Noonan, recorder Cathy Allyn

**1. Call to Order** – Chair David Bickford called the meeting to order at 7:01 p.m. and asked Selectman Jeffrey Kratovil to lead the Pledge of Allegiance.

**2. Citizens' Forum** – Cathy Orlowicz presented the Board with a painting of the 1772 Meetinghouse executed by Ellen Jennings and donated by the Farmington Historical Society. Ms. Orlowicz explained that Ms. Jennings was a descendent of Thomas Tash, renowned New Durham founding father, and had done a series of paintings of the 1772 Meetinghouse. She asked that this painting be displayed in Town Hall.

Ms. Orlowicz also told the Board that letters from World War II were recently donated to the New Durham Historical Society and will be displayed during the 250<sup>th</sup> Celebration.

**3. Appointments**

*1772 Meetinghouse Restoration Committee* – The Board met with committee chair Cathy Allyn to discuss the committee's charge. Chair Bickford noted that the language limits who could serve on the committee, and stated it needed to be rewritten. Town Administrator (TA) Alison Webb said minutes from meetings held in 2011 were missing. Ms. Allyn said she contacted the secretary at the time regarding them, and a search of her computer was to be conducted. It was discussed that re-creation of the minutes could be brief summaries. Ms. Allyn said there were probably only two or three meetings held that year, and no decisions to expend funds were made at them. She explained that George Gale had been the driving force behind the committee and that former Town Administrator April Whittaker had planned to work on the restoration process. She said the building was the Town's most valuable landmark and should be protected.

TA Webb said a training for boards and commissions was to be held May 17, 2012 from 6:30 – 8:30 p.m. in the fire station community room to address the legal requirements for boards and to offer suggestions on running successful committees.

The Board indicated it received conflicting reports on the state of the 1772 Meetinghouse during the CIP budgeting process and requested the committee submit reports.

*Alternate Inspector of Elections* – The Board began its two-week vetting process regarding volunteer Howard Allen as an alternate inspector of elections.

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

*Highway* – TA Webb said Road Agent Mike Clarke could not attend this evening, but had indicated the gravel bids could wait until the Board's next meeting. The Board agreed to wait until then to hear RA Clarke's recommendations.

*Fire* – Deputy Fire Chief Kenneth Lockwood told the Board the fire department has been looking into several area mutual aid organizations and feels the best fit is with Ossipee Valley Mutual Aid (OVMA). He said a meeting is scheduled next month that will decide if New Durham and Farmington can join. He said the department already works with many of those communities.

He provided a handout of benefits to New Durham by joining OVMA, and noted having a Hazardous Material Team is the biggest advantage. Other benefits include providing the NDFD more flexibility due to extra channels, savings on training, opportunities for drills, providing free ID and accountability tags for fire department members, and providing a FIT machine to save money on yearly testing of respirators.

He said the yearly fee is \$4,500 and proposed that the money for this year, since it is not a budgeted line item, could come from the radio related line and protective clothing line. He indicated that if Farmington also joins, all channels would remain the same. The possibility of central purchasing was discussed.

Selectman Jeffrey Kratovil said he was hesitant about the department joining, citing \$4,500 for a response from a community an hour or two away. He said during the budgeting process, he took the fire department at its word that it needed protective clothing and radios. He said if those items were not needed, the money should go back into the undesignated fund.

Deputy Chief Lockwood said the yearly dues are to use OVMA's notification system. He explained that Strafford County has no back-up notification system, and that a secondary system through Farmington might not work if the officers there are away from the station at the time of a call. He went on to say that departments from communities north of us can reach a Second Division fire much faster than NDFD can.

Selectman Jarvis said the information OVMA could supply is what the Town used to get from Lakes Region Mutual Aid for a lot more money. She said the Town needs to be part of a mutual aid system because, if not a member, the Town runs the risk of having to pay \$80-\$90,000 for specialized equipment that might be needed.

Chief Varney said now the Town is operating only on verbal agreements regarding mutual aid. Deputy Chief Lockwood agreed that nothing official exists in writing. He estimated a yearly return of \$1,500 to \$2,000 on the fee by joining OVMA. He said membership would start July 1, 2012. Selectman Jarvis said joining another mutual aid system was discussed when the Town left Lakes Region.

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

*Town Hall Painting* – Chair Bickford suggested looking for volunteers to paint Town Hall before the 250<sup>th</sup> Celebration. The Board discussed painting only the front, or the entire building. TA Webb said there are rotting boards that need replacement. She said the leaking roof caused those problems and the roof is now fixed. Building

Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello said lead paint regulations prevent the use of volunteers. TA Webb said the building would need to be stripped since there is no documentation stating it's lead-free.

BI/CEO Capello advised going under lead renovation regulations. He said he was a certified lead renovator, so he could supervise board replacement and painting. He said the project might not be able to be completed before the 250<sup>th</sup> Celebration, but that he would work with TA Webb on an RFP. He said just doing the front would throw off the cycle and cause the other sides to look mismatched. He also advised spot painting would not look good. He said if contractors had to work around foot traffic, it could delay completion of the project. TA Webb said it cost \$57,000 to do the entire building five years ago.

**Motion by Selectman Jarvis that the Town Administrator and Building Inspector/Code Enforcement Officer draft an RFP to cover exterior Town Hall stripping and painting, repairing or replacing clapboard, including all regulations with work completed by July 25, 2012, and that the chairperson be authorized to approve.** BI/CEO Capello advised bidding the project both as the front alone being done and as the whole building being done. **Second by Chair Bickford. 3-0.**

## **6. New Business**

*250<sup>th</sup> Celebration Special Event Permit* – Selectman Jarvis said specific information regarding the Celebration will be in tax bills. TA Webb said road closures and information pertaining to the Celebration will be posted at Town Hall, the library, Post Office and on the Town website.

**Motion by Selectman Jarvis to approve the special event license application submitted by Kellie Chase on behalf of the Parks and Recreation Department for all activities occurring July 27, 28, and 29, 2012 as part of the Town's 250<sup>th</sup> Celebration; second by Selectman Kratovil. 3-0.**

The Board signed the application.

*Town Hall Mold Eradication Bids* – BI/CEO Capello provided a memo with spreadsheet, along with Steve Bedard's comments. He said there were three viable bids and representatives from two contracting companies, Masonry Unlimited and Aspen Environmental, were present this evening. He said a supplemental line was included in the bids for work on the floor. TA Webb said the Board had asked that the work be guaranteed. She said that was impossible without changing the dirt floor. Masonry Unlimited's proposal included a vapor barrier with concrete over the entire floor except the old jail cell area, and Aspen Environmental's included a vapor barrier.

Selectman Jarvis said the bids were higher than the Board expected, but the situation needed to be fixed. She said the Historic Structures Report suggested a concrete floor over a vapor barrier. She said that might afford some use of the basement for storage of certain items. The contractors discussed the problem of water seeping through the rock walls. Ed Brown of Masonry Unlimited suggested the water would run to a sump pump if the floor were concrete. David Smith of Aspen Environmental recommended a humidex, which attaches above the floor and vents air to the outside, rather than a dehumidifier. He said it pulls much less

energy. He said his company would warranty the work for 20 years if the humidity were kept below 40 per cent.

Chair Bickford summarized the companies' proposals by saying Aspen Environmental offered a long warranty but not as much product, and Unlimited Masonry offered less warranty but more product.

**Motion by Selectman Jarvis to award the bid for mold removal in the New Durham Town Hall to Masonry Unlimited in the amount of \$12,700; second by Selectman Kratovil. 3-0.**

Chair Bickford read aloud the other bids: Aspen Environmental, \$12,980; Mills Construction, \$12,900, and Graham Stiles Carpentry, \$3,250, which did not include a floor barrier or sump pump.

*Telephone Options* – TA Webb said, in her negotiations with TDS, she has found that a three-year contract could afford significant cost decreases. The current centrex per line fee of \$42.47 would be reduced to \$27.20, saving the Town approximately \$300 per month, and long distance rates for in-state at \$0.10 per minute and out-of-state at \$0.06 per minute would both be reduced to \$0.055 for the first 4,000 minutes. TA Webb said she had recently been told Barnstead pays \$0.02, so she will investigate that.

She advised the Board not to sign an agreement this evening, as TDS was not offering a good escape clause. She said cutting the number of lines to save money might be the next step. She noted that Metrocast's I-net will provide the Town more flexibility. She said she'd spoken with Metrocast regarding the phone lines and the company cannot match TDS's price.

*Insurance Rates* – Regarding Workers' Compensation, Unemployment Compensation, and Property and Liability Compensation, TA Webb said Primex has a quote hard to beat. She said moving to Primex with that insurance package would save the Town \$39,148 this year, with the change going into effect July 1, 2012. Selectman Jarvis noted that the Town will continue to get the legal line from the Local Government Center, and TA Webb verified that the Town's health insurance was still with the LGC.

**Motion by Selectman Kratovil to enroll in Primex (New Hampshire Public Risk Management Exchange) for Workers' Compensation, Unemployment Compensation, and Property and Liability Compensation for approximately \$64,873; second by Selectman Jarvis. 3-0.**

**Motion by Selectman Jarvis to authorize the chairperson to sign any necessary paperwork related to enrolling in Primex; second by Selectman Kratovil. 3-0.**

The Board discussed that withdrawal from LGC would be unnecessary, as the Town is simply not renewing its contract, and that staying with a yearly July 1 start date was preferable to January 1.

## **7. Approval of Minutes**

**Motion by Selectman Kratovil to approve the minutes of April 2, 2012, as amended; second by Selectman Jarvis. 3-0.**

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

**Motion by Selectman Jarvis to approve the minutes of April 30, 2012, as amended; second by Selectman Kratovil. 3-0.**

**8. Any Other Business**

*Fire Department Roster* – The Board asked TA Webb to provide the fire department roster at the next meeting.

**9. Future Meetings**

*Policy Work Sessions* – Chair Bickford said the Board needed to work on the Dog Ordinance and Purchase Policy. He asked TA Webb to distribute information he'd provided on a Hire/Promotion Policy to the Board.

Selectman Jarvis said the video policy is not being followed, and any group that is expending money should be filmed. TA Webb said the Town would have to find someone, since Wolfeboro Community TV does not have the ability to cover all the meetings.

The Board discussed setting a morning meeting on May 17, May 21, or May 22, 2012 to work on the policies. The date will be set later.

*Next Business Meeting* – The Board scheduled its next meeting for May 21, 2012 at 1:00 p.m. at the Fire Station Community Room.

**Adjournment**

**Motion by Selectman Jarvis at 10:02 p.m. to adjourn; second by Chair 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.