

**New Durham Board of Selectmen
Minutes of Meeting ~ August 20, 2012
Fire Station Community Room**

Members Present: David Bickford, Theresa Jarvis
Jeff Kratovil excused

Also Present: Town Administrator (TA) Alison Webb, Road Agent Michael Clarke,
Lenny Nolan, videographer Jim Ladd

1. **Call to Order** – Chair David Bickford called the meeting to order at 1:00 p.m.
2. **Agenda Review** – There were no changes.

3. Appointments/Announcements

ZBA Appointment – Chair Bickford said the Zoning Board of Adjustment sent the Board a letter requesting Cecil Williams be appointed as the fifth member. The ZBA interviewed Mr. Williams and recommended him. Chair Bickford noted Mr. Williams' extensive local government background in Litchfield. He said the Board should consider him for appointment at its next meeting.

Selectman Jarvis asked if ZBA alternate Dave Shagoury wanted to be a full member, and Chair Bickford indicated he did not.

Citizen's Request – Lenny Nolan spoke to the Board regarding his letter asking for some recognition of former Police Chief Paul Gelinis, who served in that capacity for 39 years. He stated that Chief Gelinis' achievement should be permanently recognized. He suggested dedicating a flagpole or street.

Mr. Nolan went on to suggest a Hall of Fame highlighting past citizens who helped form New Durham. He said a plaque could commemorate their service. Chair Bickford said Town Hall has run out of wall space. Mr. Nolan said it could be at the school. He said the criteria for choosing who was represented could be the number of years as a resident and making a significant contribution.

Selectman Terry Jarvis said two roads in town were named for original settlers and that Main Street is a state road. Mr. Nolan said it might be nice to demonstrate respect while people are still alive. Chair Bickford advised Mr. Nolan to keep in touch with Town Administrator (TA) Alison Webb regarding the idea. He said an album of people would be nice. Mr. Nolan indicated he would write up some criteria for the Board to evaluate.

4. Department Reports – There were no reports.

5. New Business

MS-1 Extension – TA Webb said DRA has not yet released utility values, so the Town needed to request an extension on the MS-1 report from that agency.

Motion by Selectman Jarvis to request an extension for submission of the MS-1 due to the fact that the Town has not received necessary information from DRA; second by Chair Bickford. 2-0.

The Board signed the signature sheet.

Long Range Planning by Strafford Regional Planning Commission – Selectman Jarvis said the item on the 20 year Metropolitan Transportation Plan regarding sidewalks was voted down by the town, when taxpayers voted in 2010 not to accept the grant money for the project. She said the CPR for it was dissolved, and that the transportation plan listed lack of use as the reasoning, while it was actually the cost of ongoing maintenance of a sidewalk. Chair Bickford said the language meant lack of use of the fund. Selectman Jarvis said it would be more accurate to say the fund was closed due to cost. She said the plan also cited sidewalks at the Fish Hatchery, which the Board never considered.

TA Webb asked that the Board review the plan, make any corrections to the projects and add any projects the community would want. She said she would then send the SRPC an updated list.

Selectman Jarvis said she supported the Park and Ride, and Intersection Improvements. TA Webb said she had heard Selectman Jeff Kratovil speak favorably of sidewalks. Selectman Jarvis said the financial impact of construction and maintenance is the problem with sidewalks. Chair Bickford said the road could be widened. Selectman Jarvis said a bike path on the shoulders is significantly different from sidewalks. Chair Bickford said it could be called more shoulder. He said the state roads are in bad condition and need to be shimmed and repaved. He said to add that as a project. Selectman Jarvis said the shoulders are uneven and not conducive to walking. She said any sidewalks at Powder Mill would be the state's responsibility, as it is a state road.

TA Webb said she would make changes.

Strafford Regional Planning Commission Request for GIS Data Release – TA Webb told the Board that the SRPC is mapping households in rural blocks. She said under the current authorization, they can see New Durham's data but cannot cut and paste it.

They are requesting a data release authorization of the DRA Mosaic Parcel Map for in-office use, which can come only from the Town. She said Matt Sullivan of the SRPC would be happy to answer any questions.

Motion by Selectman Jarvis to sign the Data Release Authorization form to allow the Strafford Regional Planning Commission access to the DRA's Mosaic Parcel Map, as requested; second by Chair Bickford. 2-0.

The Board signed the form.

6. Old Business

Old Bay Road Paving – Road Agent Mike Clarke said the project can be paid for with encumbered funds. The contracted vendor has been unresponsive, and the company that recently paved Wentworth and Ragged Mountain roads is willing to do Old Bay Road for the same price the original contractor quoted last year. He said the project had gone out to bid, having been awarded last year, and the contractor has not responded to him and the other contractors won't do the work for last year's quoted prices.

Chair Bickford said the willing company should do the paving. Selectman Jarvis suggested sending a registered letter to the contractor, giving notice that he's been non-responsive.

New Highway Truck - RA Clarke said he had a purchase order. He told the Board he went to four dealerships for the cab and chassis and also got quotes for a dump body and plow rake. Going with his recommendations, the total is \$38,346 and the Board appropriated \$35,000. He said he could find the \$3,346 difference in his operating budget, but it would be money not turned in at the end of the fiscal year.

Discussion regarding removing the skid unit from the forestry truck in case the highway department needed the truck ensued. RA Clarke favored getting the new truck now, rather than waiting.

Motion by Selectman Jarvis to approve Purchase Order #0182 in the amount of \$27,491 to Hillsborough Ford to purchase a new 2012 F350 cab and chassis; Purchase Order #0183 in the amount of \$6,355 to HP Fairfield, LLC to purchase one cadet P9 platform body, purchased and installed; and Purchase Order # 0184 in the amount of \$4,500 to Alton Motor Sports for a new Fisher nine-foot platform for a total of \$38,346; second by Chair Bickford. 2-0.

The Board signed the documents.

Calcium Chloride PO – Motion by Selectman Jarvis to approve Purchase Order # 0181 in the amount of \$23,320 to All States Asphalt for 22,000 gallons of calcium chloride and to waive the purchasing policy as it is the state bid; second by Chair Bickford. 2-0.

Salary Schedule – TA Webb said she, Chair Bickford and Don Jutton of MRI met regarding developing a salary schedule. She said the Board has indicated in the past that 20 steps are too many, and Mr. Jutton suggested creating a range, rather than having 20 steps. She said the schedule deals with the Town's ability to pay. MRI will put it together for the Board's review. She said the range could be looked at every three to five years for review and possible adjustment. She said raises could be based on proficiency and department head recommendations.

Selectman Jarvis spoke on the subjective nature and said a set of criteria that brings someone from the bottom to the middle to the high point of the range was needed. She said she was uncomfortable assigning such things when she was not knowledgeable. TA Webb said that was when it would fall back to the department heads.

Chair Bickford said he had a problem giving raises to people based on how many classes they've taken. He said the department head needed to make that evaluation. TA Webb said training Town employees adds value to how they do their jobs. Selectman Jarvis said knowledge was gained through experience and education. RA Clarke said a person needed to bring education back to his job.

Chair Bickford countered that the best classroom is on the job. RA Clarke said evaluations would drive raises. Selectman Jarvis brought up a scoring system. TA Webb said the department heads are aware of the budget and the Budget Committee's concerns.

Selectman Jarvis said the evaluations need to start with the job description and each point within that description could be rated. TA Webb said she put together an evaluation tool and shared it with the department heads. She said it has been left up to them to use it or not this year. Selectman Jarvis said the Board could sit with a department head if the evaluation and actual performance seemed not to jibe. RA Clarke said all the department heads know to try to keep taxes down.

Chair Bickford said he liked the way Rochester lays out its total compensation. TA Webb said she can prepare total compensation for the Budget Committee, but cannot share everything. Discussion on revealing types of insurance ensued. TA Webb said the Privacy Rule under HIPPA stipulates protection of health information, so the Town cannot break down all parts of compensation.

Chair Bickford said he questioned if someone having a family, which could be discerned by the type of health insurance carried, was truly a private issue.

Selectman Jarvis said HIPPA is not violated the way Rochester breaks down its total compensation. TA Webb said some total compensation information will be provided for the meeting with the Budget Committee.

Selectman Jarvis said the Budget Committee wants salary decisions earlier this year. Chair Bickford said a certain amount of money could be put toward compensation. Selectman Jarvis said that would change the Town's pension, retirement, FICA, and workman's compensation amounts for budgeting. Chair Bickford said any salary discussion was too early. He suggested setting aside two per cent for each employee now, for approximately \$38,000. Selectman Jarvis said extra would have to be set aside for retirement, etc.

Chair Bickford said the Budget Committee wants an amount set for the upcoming meeting and the Board would have to speculate. Selectman Jarvis said a way needed to be determined so the salary discussion does not drag on. She said the Board would have to tell the Budget Committee it has not reached a decision. TA Webb said she would supply some data.

Town Hall Building Updates – Selectman Jarvis said she took all the recommendations from the Historic Structure Report and the energy audit and drew up a document. She said she indicated which items she knew of that had been corrected.

Chair Bickford said he did not think the tower deck needed resurfacing. Selectman Jarvis said her report did not include the 2010 Joint Loss Management Committee report. She said Town Hall needs a full fire inspection. TA Webb said she would deal with the Joint Loss Management Committee report.

Discussion ensued regarding the addition of a slop sink, expansion of the janitor's closet, and an ADA compliant bathroom. Selectman Jarvis said, based on the HSR, the cost to do 15 of the 17 items mentioned would be from \$56,600 to \$73,000. She said it would cost \$17,840 to do all the items mentioned in the energy report, and \$1,500 to regrade around the building and add drain pipe. The Board discussed replacing the basement windows for ventilation in the summer, and decided to move ahead on that project. The consensus was to wait to see if mold returned before installing a dehumidifier.

Town Hall LCHIP Grant – Selectman Jarvis said grant requests could be up to \$50,000 this round for historical buildings. TA Webb said she was getting quotes on contracting, plumbing, electrical, and exterior work. She said she anticipated it

would be a costly project.

Motion by Chair Bickford to enter into a contract with LCHIP to execute any documents to effectuate this contract

The motion failed for lack of a second.

Motion by Selectman Jarvis to go forward with the application to LCHIP

The motion failed for lack of a second.

Motion by Selectman Jarvis to approve the LCHIP grant application regarding the Town Hall; second by Chair Bickford. 2-0.

7. Return to New Business

1772 Meetinghouse LCHIP Grant Application – Chair Bickford said the 1772 Meetinghouse Restoration Committee provided a letter indicating that it would do work on the building from the ground up. He said it looked good to him.

Selectman Jarvis said she did not know what would get done. TA Webb said the committee was pulling together information and working with people to get that information into the application. Chair Bickford pointed out that the letter stated the committee would jack up the building.

Selectman Jarvis said the HSR stated Phase II needed to be completed as a whole. TA Webb said the committee is focusing on the foundation and leveling the building. She said the letter noted that was the first necessary step of Phase II. She said it was a busy time for people who do this kind of work.

Chair Bickford said the Board should vote to let the committee apply for a grant. Selectman Jarvis said she would hate to have that application jeopardize the Town Hall's applications. TA Webb said no limit of applications from any one town existed. She said both applications are of the kind that LCHIP likes, with an HSR completed, good stewardship, and community support.

Motion by Chair Bickford to approve the 1772 Meetinghouse LCHIP grant application. Selectman Jarvis said she would like to have more information.
Second by Selectman Jarvis. She said she wanted to see the final application and offer suggestions. She said she was uneasy about voting to approve the application based on the committee's letter.

TA Webb quoted the letter regarding providing information as it became available.

Selectman Jarvis asked if the Town could reject the grant and TA Webb told her it could.

Selectman Jarvis noted using in-kind service hours. She said she would prefer seeing more information in the future. TA Webb said the committee's decision to apply for a grant was made only recently, after the 250th Celebration was over. She said now was the time to get LCHIP money, as the agency won't have funding again until 2014. She said this grant round is partially from the Red Oak grant and others that were turned back. **2-0.**

8. Return to Old Business

Video Policy – Selectman Jarvis said she incorporated all suggestions into her latest draft of the video policy, which was reviewed by Town Clerk Carole Ingham and then edited by TA Webb. She said she thought it met everyone's needs. She incorporated some suggestions from Chair Bickford.

9. Approval of Minutes

Motion by Selectman Jarvis to approve the public minutes of August 8, 2012, as amended; second by Chair Bickford. 2-0.

Motion by Chair Bickford to approve the sealed non-public minutes of August 8, 2012, as amended; second by Selectman Jarvis. 2-0.

Motion by Selectman Jarvis to approve the public minutes of August 10, 2012, as amended; second by Chair Bickford. 2-0.

Motion by Selectman Jarvis to approve the sealed non-public minutes of August 10, 2012, as amended; second by Chair Bickford. 2-0.

Motion by Selectman Jarvis to unseal the non-public minutes of August 10, 2012; second by Chair Bickford. 2-0.

10. Any Other Business

TA Webb reported the police officer candidate did not fulfill the requirements of the conditional offer of employment, so she has placed ads regarding the open position. She told the Board that the Impala is on display, with a minimum bid of \$750. Sealed bids are to be sent to her.

11. Future Meetings

Draft BOS minutes 8/20/12

The Board scheduled its next meeting for August 27, 2012 at 7:00 p.m. at the fire station community room to meet with the Budget Committee.

The Board scheduled a public business meeting for September 5, 2012 at 9:00 a.m. at Town Hall.

12. Adjournment

Motion by Selectman Jarvis at 4:23 p.m. to adjourn; second by Chair Bickford. 2-0.

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.