

**New Durham Board of Selectmen
Minutes of Meeting ~ July 16, 2012
Fire Station Community Room**

Members Present: David Bickford, Theresa Jarvis (via telephone), Jeffrey M. Kratovil

Also Present: Town Administrator (TA) Alison Webb, Police Chief Shawn Bernier, Road Agent Michael Clarke, Equipment Mechanic David Valladares, videographer Clay Skinner

1. Call to Order – Chair David Bickford called the meeting to order at 1:00 p.m. and asked Selectman Jeffrey Kratovil to lead the Pledge of Allegiance.

2. Agenda Review – Town Administrator (TA) Alison Webb made an addition.

3. Public Forum – There was no public input.

4. Appointments

Friends of the Library Raffle Application – **Motion by Chair Bickford to approve the Friends of the Library raffle application for a raffle on July 28, 2012; second by Selectman Terry Jarvis. 3-0.**

The Board signed the permit.

5. New Business

Fuel Contract – TA Webb said the Town has a current contract with Competitive Energy until the end of October 2012. Since fuel prices are decreasing, Competitive Energy feels the Town can get a lower rate than current pricing and is seeking quotes. The revised contract would be from July 2012 to June 2013. She said she saw the proposal as a benefit and said the Board could delegate authority to her to enter into a contract and set a maximum amount.

Selectman Kratovil clarified that the proposed range of rates presented by Competitive Energy were not guaranteed. TA Webb said the Board could give her a number it did not want to go above, and she would tell Competitive Energy the Town would accept nothing higher. She said when the market reaches that point, she could enter into the contract without having to wait for the next Board meeting.

Selectman Jarvis said the Board could authorize TA Webb to enter into an agreement and lock in as soon as possible as gasoline prices seem to be rising, and she listed the figures at the top of the range proposed by Competitive Energy. Chair Bickford said he would prefer to leave the prices open and authorize her to enter into a contract. Selectman Jarvis said the figures were the maximum proposed.

Motion by Selectman Jarvis to authorize the Town Administrator to enter into a contract with Competitive Energy for prices not to exceed \$2.88 for unleaded gasoline, \$3.10 for diesel, \$3.10 for number two oil, and \$1.80 for propane; second by Selectman Kratovil. He suggested adding the caveat that TA Webb be given a deadline in the event that prices started to fluctuate. He said prices might start climbing again. He said that way it would give all parties a vested

interest. Chair Bickford said he could live with that, but preferred giving a freer hand. Selectman Jarvis said TA Webb has done a good job negotiating in the past. She concurred with Chair Bickford and withdrew her motion.

Motion by Selectman Jarvis to authorize the Town Administrator to negotiate for better prices for unleaded gasoline, diesel, number two fuel oil, and propane, and to enter into a contract; second by Chair Bickford. 3-0.

Equipment Mechanic David Valladares questioned why last year's bid prices for fuel oil was five cents higher than what was paid for vehicles, since diesel is the same as number two oil. He said the company might explain the difference. TA Webb said she would ask.

Police Cruiser Sale – Mr. Valladares asked what the Board's wishes were concerning the 2005 Chevy Impala. Selectman Kratovil said the Board learned last year that the vehicle should be accessible for people to view. Mr. Valladares recommended putting it in front of the highway department, advertising, and setting a realistic price for it. He said the vehicle has 163,00 miles and would be worth \$1,508 up to \$2,846, but because it was a cruiser it has no console and has interior holes that detract from the value. He said some rust existed, but it was not visible. He suggested a minimum bid of \$750, and if no one took it for that, the Town could rebid it or ask a lower figure such as \$400. Police Chief Shawn Bernier said no trade in was ever done.

Selectman Jarvis concurred with putting the vehicle in front of the highway department with a sign indicating a minimum bid of \$750, with a deadline of the end of August. Mr. Valladares asked if the vehicle could just be put out to sale for a predetermined length of time. Chair Bickford advised there might be negotiations without putting a price on it. Selectman Kratovil suggested putting it out to bid at \$1,500, with the understanding that the lowest the Town would go would be \$750. Selectman Jarvis stated the Town would then be unable to sell it for anything less than \$1,500. Selectman Kratovil suggested publishing an asking price. Mr. Valladares pointed out that putting the published information regarding price on the vehicle's windshield might accomplish the same thing.

Motion by Selectman Kratovil to display the 2005 Chevy Impala in front of the transfer station, along with pertinent information from the Kelly Blue Book, and stating the Town's minimum bid and the Town's asking price.

Chair Bickford suggested excluding the asking price from the motion and Selectman Kratovil amended his motion to reflect that. Chief Bernier said the new cruiser is in, but the equipment (battery back-up system) for it is not yet here. The Board discussed that it could take a month's time to get everything stripped from the old cruiser.

Motion by Selectman Kratovil to display the 2005 Chevy Impala for sale in front of the transfer station, as soon as the police department releases it from service, along with pertinent information and notice of a minimum bid of \$750, with bids to be opened 30 days from advertisement; second by Chair Bickford. 3-0.

Salt Bids – Road Agent Mike Clarke told the Board International Salt is the company the Town has been working with for the past four years. Both International Salt and Granite State Minerals are offering the state bid of \$61.83

per ton. RA Clarke recommended staying with International Salt as we are established with them and he can order just what he needs. Granite State Minerals requires all tonnage ordered up front and delivered this time of year. He said by ordering just what he needs, he may not have to spend all the salt money in his budget. He said the agreement needs to be signed by the Board and returned by July 31, 2012.

Motion by Chair Bickford to purchase 1300 tons of road salt from International Salt for approximately \$80,000; second by Selectman Jarvis. 3-0.

RA Clarke said the new truck is in at Liberty International and will be checked out this week by the equipment mechanic. He said the extra spring kit will be put in the rear. He reported the spruce in front of Town Hall will be taken down this week.

6. Department Reports

Police - Chief Bernier told the Board a conditional offer has been given to Nathan Sleight for part-time police officer. He said he was conducting the background check and contacting Marine Patrol where Mr. Sleight worked. He said the information packet will be coming in. He reported one candidate dropped out of the process and another was on vacation until today. That person has been contacted regarding the PT test. Chief Bernier said he would give Mr. Sleight's packet to TA Webb, who can pass it on to the Board.

TA Webb said the vetting policy begins the first day the candidate's name is announced. Chief Bernier said he was in need of traffic control for the 250th Celebration, but using the new officer for that weekend might not be possible as it was unknown when the information packet would arrive.

TA Webb said all 16 applications for full-time police officers are in. Selectman Jarvis said there were several good possibilities. She asked Chief Bernier to give all applicants the opportunity of going through agility testing. Chief Bernier said he thought that was a good idea.

Selectman Kratovil said it appeared some applicants were not certified. He asked if the focus should be on those who are certified. Selectman Jarvis said she didn't want to limit it. Chief Bernier said candidates who had left police work for a time would have to go through Police Academy. Selectman Jarvis said the Board voted to move forward and establish a list of future potential candidates.

Selectman Kratovil suggested that candidates answer the written questions at their oral boards. Chief Bernier said some candidates have no prior experience. Selectman Jarvis said she'd like to see a writing sample, but that it did not have to be a police scenario. Chair Bickford said a controlled environment would be preferable. Selectman Kratovil said if the writing sample was done at the oral board, no one could help the candidate.

TA Webb said watching someone write for 15 minutes at the oral board would be too long. She suggested it be done right after the oral board, so as not to waste resources. The Board agreed that the chief should go forward with the physical agility tests. TA Webb said the first step for the writing sample is to put together the question. She said she would ask MRI if they had something for that. Selectman

Kratovil suggested Chief Bernier generate the question, and added that it should have to do with police work, to help cull.

Chief Bernier indicated the Board wanted him to put candidates through the PT test and generate a question to be given after the oral board. The Board decided the sample should be handwritten. Neat handwriting was discussed as a criterion. Chief Bernier suggested the sample could be done directly before the oral board. Selectman Jarvis said poor penmanship should not penalize someone's chances, but an applicant's use of language was important. She said it would be good to know if the applicants have computer skills. She suggested they fill out a summons and do something on the computer to cover both concerns. TA Webb said she'd bring the Board more information along these lines.

7. Old Business

Town Christmas Tree – TA Webb provided the plan Wendy Anderson drew to make the Town Hall grounds more maintenance friendly and showcase the historic building. She reported that the spruce tree in front is diseased, causing visibility issues, and growing into the wires. She told the Board the Conservation Commission has received a donation from Cameron's to replace that tree, and will hold a tree planting ceremony during the 250th Celebration. Ms. Anderson's recommendation was to get an evergreen that doesn't grow as high as the current one, and she suggested a Goudy spruce. TA Webb explained the tree was a donation from Cameron's, so there was no guarantee that is the kind that will arrive. The Board established that the tree could handle Christmas lights.

RA Clarke said he would move the Civil War monument, extend the garden area, and do away with the shrubs by the telephone pole. He said he needed to know what size hole he should have for the new tree. TA Webb said she'd have that information for him.

Regarding drainage, Ms. Anderson's sketch suggests pitching away from the building when regrading so water can run away. Ms. Anderson also recommended a French drain to disperse water further, along with crushed stone. RA Clarke said the suggestions could be worked out. TA Webb said Ms. Anderson stressed that the highway department should regrade, so it can be done correctly.

RA Clarke said Arbortech would trim all fruit trees, remove dead hardwood from the oak tree, take down the spruce, and prune the lilacs. He told the Board the flagpole would not be moved by the time of the Celebration. The plan is to put the flagpole in the peninsula by the Doug Scruton bench, so it will be accessible and shared by the Town Hall, police station, and fire station. RA Clarke said he would confer with Ms. Anderson.

Discussion returned to the type of tree to be planted, and TA Webb stressed that it was a donation. Selectman Kratovil said it would be a good idea to look at the tree first, and if it is not what is wanted, then refuse the donation and purchase one. TA Webb said she would communicate with Cameron's.

Generator – RA Clarke said the current 15,000 watt generator purchased from Home Depot has been fixed twice at \$750 apiece, and now requires more repairs. He said if the Town spends another \$1,000 on repairs, it will exceed the cost of the

generator. He said he was looking at replacing it from a Belmont company that Chair Bickford told him about for the diesel generator.

Selectman Kratovil suggested getting a generator that kicks on by itself once a week, if the Town is going to replace it. RA Clarke said those run off of fuel. He said he wanted a size big enough for the highway shed. Selectman Kratovil asked if the unit is stationary, and RA Clarke replied that it was. Selectman Kratovil said the cost was around \$3,500. RA Clarke said the transfer switch is already in place. Selectman Kratovil said the self-starting ones don't need a switchover. RA Clarke said he would also pursue military surplus. He said he would check out the Belmont company as it offers a longer warranty.

Selectman Kratovil said maintenance on generators is high. RA Clarke said the Town would do it. He added that the generators are already broken in. He said he would report to the Board when he has the information. Chair Bickford reiterated that RA Clarke is looking into getting a generator large enough for the highway department and possibly the transfer station. Selectman Jarvis said she'd like to see a large generator, rather than several smaller ones, if affordable.

Approval of Revised Hiring Policy – Motion by Selectman Jarvis to approve the hiring policy as revised at the Board's meeting of July 5, 2012 and to effect any necessary edits in the personnel manual to reflect those changes; second by Chair Bickford. 3-0.

TA Webb said she would address the dates and put the final form to be signed in the selectmen's office.

8. Any Other Business

Video Policy – The Board agreed to discuss the video policy on August 6, 2012. Selectman Kratovil said the video policy is straightforward and not many edits should be necessary, except for within Section 2, which mandates all meetings be documented on video when there is an expenditure of public funds, or when hearing any evidence regarding rights of parties or the Town. Jarvis said the policy was approved by the BOS, so only the Board could waive the policy, but the Budget Committee waived it at its last meeting. Chair Bickford said the agreement with the videographing service would need to be addressed, also.

Budget Committee - Selectman Jarvis reported that the Budget Committee held its quarterly meeting on July 11, 2012 and had scheduled an August 27, 2012 joint meeting with the Board. Chair Bickford said the Budget Committee wanted the Board's budget schedule. TA Webb said the Budget Committee expressed the desire that wages be part of discussions from the beginning, rather than at the end of the budget cycle. Selectman Jarvis said the Board would therefore have to discuss that issue on August 6, 2012 or August 20, 2012.

TA Webb confirmed that the CIP meeting will be July 23, 2012.

9. Approval of Minutes

Motion by Chair Bickford to approve the public minutes of July 2, 2012, as amended; second by Selectman Jarvis. 3-0.

Motion by Chair Bickford to approve the non-public minutes of July 2, 2012, as written; second by Selectman Kratovil. 3-0.

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

10. Future Meetings

The Board scheduled its next business meeting for August 6, 2012 at the Town Hall at 7:00 p.m.

11. Adjournment

Motion by Selectman Jarvis at 2:58 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.