

APPROVED

**New Durham Board of Selectmen  
Nonpublic Meeting Minutes  
Fire Station Community Room  
Monday, November 4, 2013**

**Present:** Terry Jarvis, Jeffrey Kratovil, David Swenson

**Also Present:** Jeremy Bourgeois-Town Administrator, Police Chief Shawn Bernier, Police Executive Assistant Katie Woods

**Chair Jarvis made a motion to enter nonpublic session at 1:05 P.M. under RSA 91-A:3 II (a) - the dismissal, promotion or compensation of any public employee or the disciplining of such employee, & (c) - to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person. Selectman Swenson seconded the motion. Roll Call Vote: Chair Jarvis-Aye, Selectman Kratovil-Aye, Selectman Swenson-Aye.**

Police Chief Bernier proposed reducing his administrative assistant to part-time in 2014. The position would be reduced from 40 hours to 32 per week. The Police Department business office would be closed to the public on Fridays. The administrative assistant asked the Board of Selectmen to consider allowing her to receive the benefits described in the New Durham personnel policy for part-time employees working 28 or more hours prior to February 1, 2012. Selectman Kratovil expressed that he was not interested in making an adjustment to the administrative assistant's assigned hours or benefits until corresponding new language is incorporated into the personnel policy to legitimize this administrative action. Selectman Swenson recommended approving the budgetary figures and looking at the personnel policy later.

**Chair Jarvis made a motion to leave nonpublic session at 1:37 P.M. Selectman Swenson seconded the motion. The motion passed unanimously, 3-0.**

The Board of Selectmen returned to public session at the Fire Station Community Room.

**Chair Jarvis made a motion to enter nonpublic session at 3:27 P.M. under RSA 91-A:3 II (c) - to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person. Selectman Swenson seconded the motion. Chair Jarvis-Aye, Selectman Kratovil-Aye, Selectman Swenson-Aye.**

Tax Collector Carole Ingham joined the Board of Selectmen in nonpublic session. The Board of Selectmen discussed the deeding of properties with the Tax Collector.

**Chair Jarvis made a motion to hold until the close of business on December 4, 2013 the filing of the deed for Map/Lot #114-045-046, 114-047-000, and 114-048-000. Selectman Kratovil seconded the motion. The motion passed unanimously, 3-0.**

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**Chair Jarvis made a motion to have the Tax Collector file the deeds for Map/Lot #210-081-000, 209-064-000, 265-027-000, and 265-026-000. Selectman Kratovil seconded the motion. The motion passed unanimously, 3-0.**

**Chair Jarvis made a motion to adjourn. Selectman Swenson seconded the motion. The motion passed unanimously, 3-0.**

Meeting adjourned at 4:00 P.M.

Respectfully submitted,  
*Jeremy Bourgeois, Town Administrator*