

APPROVED

**NEW DURHAM BOARD OF SELECTMEN
PUBLIC MEETING
Monday, March 18, 2013
Fire Station Community Room**

Members present: Vice Chair Jarvis, Selectman Kratovil, Selectman Swenson

Also present: Town Administrator Jeremy Bourgeois, Jim Ladd- Wolfeboro TV, Mike Clarke- Road Agent, Cathy Orlowicz-Highway/Solid Waste, Dave Valladares- Mechanic, Dot Veisel, David Bickford

Meeting called to order at 12:06 P.M.

Vice Chair Jarvis motions to enter nonpublic session at 12:07 P.M. under 91-A:3 II (B)- hiring of any person as a public employee; Second by Selectman Kratovil. Roll Call: Vice Chair Jarvis-Aye, Selectman Kratovil-Aye, Selectman Swenson-Aye. 3-0.

Vice Chair Jarvis motions to return to public session; second by Selectman Swenson. 3-0.

The Board returned to public session at 12:32 P.M.

Vice Chair Jarvis motions to enter nonpublic at 12:34 P.M. under 91-A:3 II (C)- reputation; Second by Selectman Kratovil. Roll Call: Vice Chair Jarvis- Aye, Selectman Kratovil-Aye, Selectman Swenson-Aye. 3-0.

Vice Chair Jarvis motions to leave nonpublic at 1:00 P.M.; second by Selectman Swenson. 3-0.

The Board returned to public session at 1:01 P.M.

Vice Chair Jarvis announced that the Board interviewed a police officer candidate, reviewed nonpublic minutes and discussed a personnel matter with an employee while in nonpublic session.

Public Forum

David Bickford welcomed Selectman Swenson to the Board of Selectmen. He said he hoped that he keeps the taxpayer in mind while on the Board. Selectman Swenson thanked Mr. Bickford for his service to the Town and hoped he would continue to be involved.

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Agenda Review

The Board added RFP's to the agenda to discuss.

Special Event Permit Request

Dot Veisel stated that the food pantry is asking for a special event permit for a wine tasting event on April 14th. She would also like a raffle permit in case they receive donations and decide to raffle off items. Vice Chair Jarvis recused herself because she sits on their Board of Directors.

Selectman Kratovil motions to grant a special event and raffle permit to the New Durham Food Pantry for April 14th from 2-4 P.M.; second by Selectman Swenson. 2-0.

Solid Waste Facility

Cathy Orlowicz reported on behalf of the Solid Waste department. She asked the Board for permission to close the facility on Easter Sunday. The Foreman will use leave for that day. She stated that it is usually quiet that day and they will be open the next day.

Selectman Swenson motions to accept the closing of the Solid Waste Facility on Sunday, March 31st; second by Vice Chair Jarvis. 3-0.

Ms. Orlowicz presented the Board with her application for a NH the Beautiful grant to assist with the purchase of the baler. She asked for their review and signatures if they find it acceptable. She explained the process to the Board and how they have applied in the past.

Selectman Kratovil motions to have the Board of Selectmen sign off on the NH the Beautiful application for grant money; second by Selectman Swenson. 3-0.

The Board was updated on the bids that are going to be in tomorrow's Foster's newspaper.

New Business

Vice Chair Jarvis motions to offer the full-time police officer position to Ms. Carrie Blackwood, at the rate of \$16 per hour and upon successful completion of the academy \$17.50; second by Selectman Kratovil. 3-0.

Vice Chair Jarvis motions to waive the two week vetting process; second by Selectman Swenson . 3-0.

Town Clerk Carole Ingham swore in Carrie Blackwood as a New Durham Police Officer.

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Vice Chair Jarvis advised the Board that appointments must be done for Chair of the Board, Vice Chair, Budget Committee, Capital Improvement Program Committee and Planning Board. Vice Chair Jarvis reminded the Board that the appointment for the Alliance for Coastal Transportation committee is always available.

Selectman Kratovil motions to nominate Vice Chair Jarvis as Chairman of the Board; second by Selectman Swenson. 2-0. Vice Chair Jarvis abstained.

Chair Jarvis motions to nominate Selectman Kratovil as the Vice Chair of the Board; second by Selectman Swenson. 3-0.

Chair Jarvis motions to nominate Selectman Kratovil as the Board of Selectmen representative to the CIP committee; second by Selectman Swenson. 3-0.

Chair Jarvis motions to nominate Selectman Swenson as the Board of Selectmen representative to the Planning Board. Motion fails for a lack of a second.

The Board chose to review the appointments on the Planning Board and Budget Committee. The Town Administrator will review the Board's questions with LGC and MRI.

Unifirst

The Board discussed a possible contract with Unifirst to centralize the purchase of hygiene products. New Durham is currently locked into a contract with another vendor for uniforms.

Welfare Collections

Welfare Officer Laura Zuzgo was unable to attend the meeting. She created a document for residents to set up a payment plan with the Town, based off a form used by the Town Clerk. Selectman Swenson said he will recommend some grammatical changes.

Information Technology (IT) Committee

Chair Jarvis stated that the Town had an IT analysis done a while back and thought we should use the expertise of residents with a computer background to form an IT committee. Chair Jarvis suggested an analysis of where we are regarding security, replacement plan, upgrading technology to where the Town should be. Selectman Swenson stated that a clear objective of the committee should be established prior to it forming. Chair Jarvis stated her desire to include all Town departments and the Library in this committee's study. Selectman Swenson said he believed that the committee should have a definite amount of time and it wouldn't need to be an

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ongoing committee. Selectman Kratovil stated that he was worried about the security aspect of having non employees privy to sensitive information and that the Town should only replace when items are obsolete. Selectman Swenson said the Board also needs to decide what they will do with the data that the committee compiles.

Chair Jarvis motions to establish an IT committee, whose contact person will be the Town Administrator, to look at our IT needs and make recommendations, with an update at three months and a final report with recommendations at six months; second by Selectman Swenson. Selectman Kratovil expressed his idea of hiring a full-time IT person to the Town staff, that way there they are not making money off each individual job like a private IT company would. Selectman Swenson felt like this was unnecessary and the purpose of this committee will be to give the Town free advice and recommendations. **2-1, Selectman Kratovil was opposed.**

Chair Jarvis motioned to amend the previous motion to include 3-5 members on the committee and that the committee selects their own chair; second by Selectman Swenson. 2-1, Selectman Kratovil was opposed.

Chair Jarvis brought up allowing the Town Administrator to sign off on monthly bills such as electric in the monthly manifest. The Board reviewed the minutes from October 1, 2012

Selectman Kratovil motions to allow Jeremy Bourgeois as Town Administrator to sign off on purchase orders in the Town manifest. Amendment by Selectman Swenson to edit the motion to include only the position and not a person's name; second by Chair Jarvis. 3-0.

Selectman Kratovil motions to allow the Town Administrator to sign off on purchase orders in the Town manifest; second by Chair Jarvis. 3-0.

Deed Partial Payment Refunds

Chair Jarvis read the refund document drafted by the Tax Collector pursuant to RSA 80:71. The Board signed the documents. The refunds are for properties 250-104-000 and 260-010-000.

Fire Chief Position

Chair Jarvis stated that the Board needs to schedule a work session to review hours and duties of the Fire Chief position. Chair Jarvis said she has been collecting information and believed no more than two hours would be needed. The Board decided to meet this Thursday, March 21st at 9 A.M. in the Fire Station Community Room.

Salary Increases (Raises)

Chair Jarvis stated that the Board needs to schedule work sessions with department heads to discuss raises for 2013.

Minutes

Chair Jarvis motions to accept the public meeting minutes of February 15, 2013 meeting as written; second by Selectman Kratovil. 2-0. (Selectman Swenson abstained due to not being a member of the Board at the time).

Chair Jarvis motions to accept the public meeting minutes of March 4, 2013 as amended; second by Selectman Kratovil. 2-0. (Selectman Swenson abstained due to not being a member of the Board at the time).

Appointments

Chair Jarvis motions to reappoint Cathy Orlowicz and Michael Clarke to the Highway Safety Committee; second by Selectman Kratovil. 3-0.

Chair Jarvis motions to appoint Reggie Meattley to the Highway Safety Committee; second by Selectman Kratovil. 3-0.

Chair Jarvis motions to reappoint Charles Berube and Robert Craycraft to the Conservation Commission; second by Selectman Swenson. The Board discussed the desire to post the open positions to residents via the website, bulletin board and in Town Hall. 2-1, Selectman Kratovil opposed.

Selectman Kratovil motions to rescind the previous vote on the reappointment of Cathy Orlowicz and Mike Clarke to the Highway Safety Committee. Motion fails for a lack of a second.

Chair Jarvis motions to waive the vetting policy for those appointed to the Conservation Commission and Highway Safety Committee; second by Selectman Swenson. Selectman Swenson recommended rescinding the vote for the Conservation Commission and keep the vote for Highway Safety Committee. 1-2, motion fails, Selectman Kratovil & Swenson opposed.

Selectman Swenson motions to rescind the vote for the reappointment of Conservation Commission members. Motion fails for a lack of a second.

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Selectman Swenson motions to waive the vetting process for the Highway Safety Committee; second by Chair Jarvis. 2-1, Selectman Kratovil opposed.

Selectman Swenson motions waive the vetting process for the Conservation Commission appointments; second by Chair Jarvis. 2-1, Selectman Kratovil opposed.

Selectman Swenson motions to begin the vetting process on all other appointments and post the positions; second by Chair Jarvis. 3-0.

The following individuals are being considered for reappointment:

Wendy Anderson-Zoning Board of Adjustment

Kristyn Bernier- Parks & Recreation Commission

Arthur Capello-Building Inspector/Code Enforcement Officer

Other Business

Chair Jarvis stated her desire to review the Town investment policy next meeting. She also advised the Board that they should begin planning for the reevaluation process.

Chair Jarvis motions to adjourn; second by Selectman Swenson. 3-0.

Meeting adjourned at 3:31 P.M.

Respectfully submitted,

Jeremy Bourgeois

An electronic record of the meeting is on file with the Office of Town Clerk, and some meetings can be viewed on the Town's web site on demand.