

APPROVED

**New Durham Board of Selectmen
Nonpublic Meeting Minutes
Town Hall
Monday, May 6, 2013**

Present: Terry Jarvis, Jeffrey Kratovil, David Swenson

Also Present: Jeremy Bourgeois-Town Administrator, Carole Ingham- Town Clerk & Tax Collector

Meeting called to order at 6:01 P.M.

Chair Jarvis motioned to enter nonpublic session at 6:04 P.M. under 91-A:3 II (a)- The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted, **(c)-** to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person & **(d)-** Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; **Second by Selectman Swenson. Roll Call: Chair Jarvis-Aye, Selectman Kratovil-Aye, Selectman Swenson-Aye. 3-0.**

Tax Collector Carole Ingham spoke with the Board regarding a few properties in Town. She updated the Board on a deeded property. The owner of the home notified Mrs. Ingham that she was rejected for her application to refinance her home. The property owner extended her appreciation for the cooperation of the Tax Collector, Town Administrator and Board of Selectmen throughout the process. Mrs. Ingham asked the Board for direction on recording of the deed and advised them to consider allowing the property owner proper time to find a new place to live. The Board agreed to allow the property owner the time to move out and will put off filing the deed until their next Selectmen's meeting on May 20, 2013. The Board advised the Town Administrator to get advice from MRI and/or legal counsel, as needed.

Mrs. Ingham said that the Town hasn't heard back from the other property owner that they are working with on a payment plan. That individual still has two weeks to give the Town Administrator more information, as agreed upon at the April 15, 2013 Board of Selectmen meeting.

Mrs. Ingham updated the Board on a letter received as a request to purchase a piece of deeded property in the Town. The time period for repurchase by the original owner has passed, so Mrs. Ingham informed the Board they may do as they wish with the property. Chair Jarvis stated that the Conservation Commission had expressed a desire to conserve the land years ago when previously discussed. The Board instructed the Town Administrator to get some answers to a few questions and report back to the Board.

Mrs. Ingham left the meeting at 6:27 P.M.

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Chair Jarvis gave an update on the threats to a couple members of the Board received over the past weekend. Selectman Kratovil spoke about the mail and about a similar previous incident from last year. The Board decided it was appropriate to leave the investigation to the Police Department and not discuss the matter with anyone besides those conducting the investigation.

The Board discussed a Town employee that recently left work without proper notification to his supervisor. The Town Administrator briefed the Board with what he knew about the incident and the conversation he had with this employee. The Board decided a verbal warning was sufficient, with proper notation placed in his personnel file. The Board instructed the Town Administrator to send a memo to all department heads reminding them of the personnel policy and notification process regarding leaving early, taking vacation, sick time, etc.

The Town Administrator updated the Board on a recent situation involving the part-time cleaner and a Town department. The Board decided to have the Town Administrator draft a job description for the position since there currently is not one. The Town Administrator will then meet with the employee to agree on the description and duties.

Selectman Kratovil asked about a recent accident that occurred at the Fire Department. The majority of the Board stated their desire to allow the Joint Loss Management Committee review it per Town policy. If additional action is required, the Board will further discuss the issue at that time.

Chair Jarvis motioned to seal specific portions of the nonpublic minutes. The motion died for lack of a second.

Selectman Swenson motioned to seal the nonpublic minutes. The motion died for lack of a second.

Chair Jarvis motioned to leave nonpublic; second by Selectman Kratovil. 3-0.

The Board left nonpublic session at 7:01 P.M.

Respectfully submitted,

Jeremy Bourgeois, Town Administrator