

NEW DURHAM BOARD OF SELECTMEN

DRAFT MINUTES

2 DECEMBER 2013

Present: Board members Selectman Terry Jarvis (Chair), Selectman Jeff Kratovil, Selectman David Swenson, Town Administrator Jeremy Bourgeois.

Others Present: Videographer Jim Ladd, Road Agent Mike Clarke, Baysider Reporter/Resident Elizabeth Cantrall, Fire Chief Peter Varney, Residents David Bickford, Tony Bonanno, Fred March.

Chair Jarvis called the meeting to order at 7:03 pm.

Highway Department – Vacant Position

Road Agent Mike Clarke stepped forward and stated in December 2012 a gentleman who had been employed with the Town for 15 plus years retired from the position of ‘Light Equipment Operator/Truck Driver/Ground and Facility Maintainer’. Road Agent Clarke stated he wanted to fill the vacant position but both the prior and current Board of Selectmen requested information justifying the position. Road Agent Clarke noted this information has been submitted. Road Agent Clarke also noted that the prior Road Agent asked for and received the support of the Townspeople for the creation of a 7th full time Highway Department position at the March 2007 Town Meeting. Board members reviewed the information presented by Road Agent Clarke. Discussion followed regarding the vacant position. There was lengthy discussion between Mr. Bonanno and Road Agent Clarke regarding ‘contracting’ highway services and the analysis presented by Mr. Bonanno at the 18 November 2013 meeting. Mr. March and Chief Varney commented on the excellent service the New Durham Highway Department provides and stated there is a noticeable difference between the quality of New Durham’s roads and that of the State and other municipalities.

Selectman Kratovil suggested having a study done on the Highway Department. Road Agent Clarke noted MRI did do a study and the seven full-time positions on the Highway Department were justified. Selectman Swenson noted that he felt both Road Agent Clarke and Mr. Bonanno did a great job gathering the information presented to the Board. Selectman Kratovil suggested extending the temporary, seasonal Highway position for four months to carry the Town through the winter months without a disruption in service to the citizens. Chair Jarvis suggested making the extension to 15 April 2014. Chair Jarvis suggested the Board come up with a list of questions they would like answered and develop an RFP (Request for Proposal) for a study. Selectman Kratovil was very much in favor of a study. Selectman Swenson stated he would be opposed to a study since much of the information has already been gathered by Mr. Bonanno and Road Agent Clarke. Chair Jarvis stated she did not think the Board could expect Mr. Bonanno, who is not a Town employee, to put more time and effort into the study without asking him if he is willing to do this. Mr. Bonanno stated he would gather additional information for the Board regarding the Highway Department study and equipment usage in the spring, summer, and fall months.

Selectman Kratovil made a motion the Board of Selectmen extend an offer to the Highway Department seasonal full-time employee until 31 March 2014. Chair Jarvis seconded the motion. The motion was approved 3-0.

Selectman Kratovil made a motion the Town of New Durham put out an RFP for a Highway Departmental study with an emphasis on current practices, future public service needs, current resources to finance these endeavors, how these strategies reconcile with the Town vision, and alternatives for Highway Department service. Chair Jarvis seconded the motion for discussion purposes.

Selectman Swenson questioned what happened to the study Road Agent Clarke was referring to earlier in the meeting. Chair Jarvis stated she believes the 2008 study Road Agent Clarke referred to was actually done by LGC. Chair Jarvis noted a different study was done by MRI and proceeded to explain both studies.

The motion failed with one affirmative vote (Kratovil) and two negative votes (Jarvis, Swenson).

Fire Department

Fire Chief Peter Varney stepped forward and submitted several handouts for the Board's review. Chair Jarvis, Chief Varney, and Selectman Kratovil discussed the promotion policy. Chair Jarvis noted Chief Varney could request a waiver to the personnel policy. Selectman Swenson requested TA Bourgeois provide the Board with a comparative bullet point chart document comparing the differences between the personnel policy and the Fire Department policies.

Selectman Kratovil suggested discussing 'Fire Chief Appointment', which is currently listed under 'Old Business'. Chair Jarvis and Selectman Swenson stated this was already discussed at the afternoon meeting. **Selectman Kratovil made a motion to reappoint Peter Varney as Fire Chief for another three years for the Town of New Durham. There was no second. The motion died for lack of a second.**

Selectman Swenson stated he felt Selectman Kratovil owed Chief Varney an apology. Selectman Kratovil did not think he did. Discussion followed.

Public Input

David Bickford stated he did not think the personnel policy should be changed. Mr. Bickford also suggested the 'Dispatch' line be appropriately separated between the Fire Department and Police Department so actual cost is reflected for each department.

Mr. Bickford also suggested the Recreation Director's position get funded through fees and the revolving fund similar to the Creative Kids Club Director. Chair Jarvis noted the Recreation Director organizes other activities that are not sports related or fee based.

Damage to Quonset Hut

TA Bourgeois stated he received information from Autumn Breeze regarding repair of the Quonset Hut. TA Bourgeois stated he has spoken with Casella's insurance company and they

have accepted full responsibility for the damage. Board members reviewed the document from Autumn Breeze. Chair Jarvis suggested getting the work done as soon as possible. Selectman Swenson suggested TA Bourgeois get confirmation from the insurance company, in writing, that any damages to the building or fabric, when replacing the truss section, will also be covered.

Timber Contract

Chair Jarvis noted she was given authorization to sign the timber contract at a previous meeting, however, it is still being worked on and has not been signed yet.

Marchs Pond Dam

TA Bourgeois stated he spoke with the Emergency Management Director regarding Marchs Pond Dam. TA Bourgeois stated he will be working with Road Agent Clarke and Emergency Management Director Ken Quigley on the Emergency Action Plan for the Dam. Selectman Kratovil asked for a timeframe. TA Bourgeois stated he should have something by the end of next week.

Assessing RFP & Software

Board members reviewed a draft Request for Proposal for the 2015 Revaluation. Several changes were made to the document. Board members agreed to have an informational meeting for potential bidders at some point in December and proposals due by 31 January 2014. TA Bourgeois questioned if the Board would like to review the document, once the edits have been made, at a subsequent meeting. Board members agreed Selectman Swenson should review the edited RFP but the Board as a whole did not have to. **Chair Jarvis made a motion to issue the revised RFP for the 2015 full revaluation. Selectman Kratovil seconded the motion. The motion was approved 3-0.**

Personnel Policy

Selectman Swenson requested the discussion be rescheduled to the next meeting as he did not have his notes on the subject.

Fire Department Study

Selectman Kratovil again stated he believed a Fire Department study was in order. Selectman Kratovil stated in addition to reasons he has previously mentioned on the subject he also noted the needs of residents in the Kings Highway area should be taken into consideration. Chair Jarvis stated the Town already has mutual aid agreements for the Kings Highway/Copple Crown area and services are provided to those residents.

Tax Abatement

Board members reviewed a request for tax abatement from Just Another LLC on Merrymeeting Road. Selectman Swenson stated he spoke with the Tax Collector who informed him this is an overpayment as both the prior owner and the new owner paid the same tax. Chair Jarvis noted the amount of the abatement request is \$1,743. **Selectman Swenson made a motion to grant the abatement request of Just Another LLC as it has been shown to be a double payment of**

the tax. Chair Jarvis seconded the motion. The motion was approved 3-0. Board members signed the abatement request.

Cocheco Valley Humane Society Services Agreement

Board members reviewed the Cocheco Valley Humane Society Services Agreement for animal shelter services for 2014. Selectman Swenson asked if there are any changes from last year's contract. Chair Jarvis stated she did not see any. **Selectman Kratovil made a motion to authorize the Chair to sign the Cocheco Valley Humane Society Services Agreement on behalf of the Board. Selectman Swenson seconded the motion. The motion was approved 3-0.**

Information Technology (IT) Committee Financial Request

Board members reviewed recommendations from the IT Committee for 2013 and 2014. Chair Jarvis noted the TA's laptop is not working. TA Bourgeois stated he is not sure at this point whether it can be fixed or needs to be replaced. Board members continued to discuss the IT Committee's recommendations regarding replacing the server and purchasing Thin Clients. Selectman Swenson questioned what would happen to the three desktops recently replaced if Thin Client stations were purchased. TA Bourgeois suggested they could be used by other Town departments. Selectman Kratovil stated he felt it important that the cause of the previous malfunction/failure be identified.

Selectman Swenson noted he did not want the Board to overlook the fact that the IT Committee has offered to install the new equipment at no cost. Selectman Swenson stated he felt this is a significant contribution. Lengthy discussion followed regarding the IT Committee's recommendations. **Chair Jarvis made a motion that the Board authorize the TA to spend up to \$12,000 in 2013 for the items listed (for 2013) on the handout entitled "IT Committee Recommendations" reviewed by the Board on 2 December 2013. Selectman Swenson seconded the motion.**

Selectman Swenson made a motion to amend the motion to include the Board accepts the IT Committee's offer to install the new equipment at no cost. Chair Jarvis seconded the amendment. The amendment was approved with two affirmative votes (Swenson, Jarvis) and one negative vote (Kratovil).

The amended motion was approved with two affirmative votes (Swenson, Jarvis) and one negative vote (Kratovil).

Selectman Swenson suggested the TA work with the IT Committee on looking into a service agreement with an IT company.

Future Meetings

Chair Jarvis noted there is a non-public meeting scheduled for 3 December 2013 at 9am at the Town Hall, a budget session scheduled for 9 December 2013 at 9 am at the Fire Station Community Room, and a regular meeting scheduled for 16 December 2013 at 1 pm at the Fire Station Community Room.

Review of Minutes

Board members reviewed the budget minutes of 21 October 2013. Edits were made. **Chair Jarvis made a motion to approve the budget minutes of 21 October 2013 as amended. Selectman Kratovil seconded the motion. The motion was approved 3-0.**

Board members reviewed the budget minutes of 4 November 2013. Edits were made. **Chair Jarvis made a motion to approve the budget minutes of 4 November 2013 as amended. Selectman Kratovil seconded the motion. The motion was approved 3-0.**

Board members reviewed the non-public minutes of 4 November 2013. Selectman Swenson suggested postponing the approval of this set of minutes and the remaining minutes until the next meeting. Chair Jarvis noted the 4 November 2013 non-public minutes, 4 November 2013 public minutes, 18 November 2013 budget and business minutes, and 21 November 2013 non-public minutes will need to be approved.

At 11:05 pm Selectman Swenson made a motion to adjourn. Chair Jarvis seconded the motion. The motion was approved 3-0.

Respectfully submitted,

Amy Smith
Recording Secretary