

**New Durham Board of Selectmen  
Meeting Minutes  
Town Hall  
Monday, April 1, 2013**

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

**Also Present:** Jeremy Bourgeois-Town Administrator, Kristyn Bernier-Parks & Recreation Commissioner, Valerie Behr- Fire Department (FD), Marc Behr-FD, Kevin Ruel-FD, Chief Peter Varney-FD, Mike Varney-FD, Dave Stuart-FD, Dot Veisel, Ellen Phillips, Jennifer Nyman, Elizabeth Cantrall- Baysider Newspaper, David Bickford, Katie Woods, Chief Shawn Bernier

Meeting called to order at 6:30 P.M. by Chair Jarvis.

**Chair Jarvis motioned to enter nonpublic session at 6:31 P.M. under RSA 91A (C)-Reputation; second by Selectman Kratovil. Roll call vote: Chair Jarvis-Aye, Selectman Kratovil-Aye, Selectman Swenson-Aye.**

**Selectman Swenson motioned to leave nonpublic session at 7:06 P.M.; second by Chair Jarvis. 3-0.**

**Selectman Kratovil motioned to seal the nonpublic minutes; second by Selectman Swenson. 2-1, Chair Jarvis was opposed.**

While in nonpublic session the Board of Selectmen discussed tax deeding with two New Durham residents.

The Board returned to public session at 7:15 P.M.

Chair Jarvis checked with Chief Varney in regards to the amount of people in the Town Hall hallway for the meeting. She was concerned about the means of egress in case of an emergency.

***Public Forum***

Marc Behr from the New Durham Fire Department addressed the Board. He stated that he had reviewed the Board of Selectmen minutes from March 21, 2013 when they discussed the Fire Chief position posting. Mr. Behr told the Board that he didn't believe the Chief's position needed to be salaried and that no changes to the pay for the Fire Department were needed. He said that he didn't believe it was possible to do evaluations of the Fire Department staff due to the varying responses to calls, therefore making merit raises difficult for the department. Mr. Behr said if they were having issues with responses to calls then perhaps raises would be needed. He cited that the department had 369 calls last year and only one required a different department to fully respond to. He asked the Selectmen to sign the Personnel Action Forms (PAFs) and to leave the

department pay scale as is. Both Selectmen Kratovil and Swenson offered brief responses to Mr. Behr.

Mr. David Bickford addressed the Board in regards to concerns over RSA 91A, the Right to Know law. Selectman Kratovil motions to extend public forum, rescinded due to Mr. Bickford already being placed on the meeting agenda. Mr. Bickford provided the Board with a document requesting that the Parks & Recreation meetings be recorded by Wolfeboro Community Television and that the Board make official posting locations in Town for meeting notices and minutes.

Kristyn Bernier said if the discussion could be held in nonpublic session, she prefers that. Mr. Bickford responded by saying he believes the session should be done in nonpublic in order not to discourage residents from volunteering on boards and committees.

**Chair Jarvis motioned to enter nonpublic session at 7:37 P.M. under RSA 91A (C)- Reputation; second by Selectman Kratovil. Roll call vote: Chair Jarvis-Aye, Selectman Kratovil-Aye, Selectman Swenson- Aye.**

**Selectman Swenson motioned to seal the minutes of the nonpublic session; second by Chair Jarvis. 3-0.**

**Chair Jarvis motioned to leave nonpublic session at 8:26 P.M.; second by Selectman Swenson. 3-0.**

The Board returned to public session at 8:32 P.M. While in nonpublic session, the Board of Selectmen met with David Bickford and Parks & Recreation Commissioner Kristyn Bernier. The Board decided to seal the minutes.

### ***Department Reports***

Foreman Joe Bloskey joined the Board to talk about posting for a part-time seasonal Solid Waste attendant. Chair Jarvis had a few suggested edits to his posting. Mr. Bloskey said he would like the person to start before Memorial Day.

### ***New Business***

The Board reviewed the Town Investment Policy. It was decided that the only edits to be made were to include at the end that the Board reviewed it in 2012 and 2013.

**Selectman Kratovil motioned to reapprove the investment policy of the Town of New Durham, as amended; second by Selectman Swenson. 3-0.**

The Board discussed the upcoming 2015 reevaluation in the town. Chair Jarvis instructed Town Administrator Bourgeois to contact Bob Estey, Vickie Blackden, Amy Smith and Laura Zuzgo to set up a meeting to discuss going forward with the request for proposal. They will be meeting at the Board's April 15, 2013 meeting.

The Board will also invite Tax Collector Carole Ingham to their next meeting to renew her contract.

Selectman Swenson spoke about the video policy and the posting of meeting notices. He suggested having the official posting locations be the Post Office and Town Hall bulletin board, providing that there is a sufficient amount of keys. He also recommended posting on the Town website. It was also mentioned that in the winter an issue with the bulletin board is the buildup of snow in front of it. Selectman Swenson said that the chairs of the boards, committees and commissions need to be notified of the requirements.

**Selectman Swenson motioned to have the official posting locations for the meeting notices are the Post Office and Town Hall bulletin board, with the website also encouraged; second by . 3-0.**

**Chair Jarvis motioned to have all minutes for Boards, Committees and Commissions available on the clipboards at the Town Hall first floor conference room; second by Selectman Swenson. 3-0.**

The Board also encouraged them to be posted on the Town website.

The Board discussed the 2013 Comstar rates for ambulance service.

**Chair Jarvis motioned to set the 2013 Comstar rates as recommended by Chief Varney and as seen on the rate sheet; second by Selectman Kratovil. 3-0.**

**Selectman Kratovil motioned to have the Chair of the Board sign the rate sheet; second by Selectman Swenson. 3-0.**

### ***Appointments***

The Board announced that the Ethics Committee received an application for an empty position. Monica Haley sent in an application to the Town Administrator and attended their last meeting.

**Chair Jarvis motioned to begin the vetting process for Monica Haley on the Ethics Committee; second by Selectman Kratovil. 3-0.**

**Chair Jarvis motioned to appoint Wendy Anderson to the Zoning Board of Adjustment; second by Selectman Kratovil. 3-0.**

**Chair Jarvis motioned to appoint Arthur Capello as the Building Inspector/Code Enforcement Officer; second by Selectman Kratovil. 3-0.**

**Chair Jarvis motioned to appoint Kristyn Bernier as a commissioner on the Parks and Recreation commission; second by Selectman Kratovil. 3-0.**

*Town Hall Upgrades-* Arthur Capello joined the Board to give an update on Town Hall upgrades. He talked about the plans of installing an ADA compliant bathroom, extending the finance office and flipping the bathroom doors. They discussed the cost of making the second floor ADA accessible, which was around \$170,000-\$230,000. The Board talked about moving offices around Town Hall. Selectman Swenson recommended a few people meeting and taking a global perspective on the matter. He recommended that himself, Arthur Capello and Town Administrator Bourgeois get together and come up with a plan. Arthur spoke about an estimate given to the Board for installing stairs and locks for the bulkhead in the basement.

*Appointments-* The Board discussed the appointments to the Planning Board and Budget Committee. Chair Jarvis updated the Board that a NH Local Government Center attorney advised that a Selectman cannot serve as a member of the Budget Committee as a member at large.

**Selectman Kratovil motioned to appoint Selectman Swenson to the Budget Committee; motion dies for a lack of a second.**

**Chair Jarvis motioned to appoint Selectman Swenson to the Planning Board; motion dies for a lack of a second. The Board discussed the matter and Chair Jarvis made her motion again; second by Selectman Swenson. 2-1, Selectman Kratovil opposed.**

Selectman Kratovil asked if a Selectman can attend a meeting as a resident and the Board assured him that you can, as seen with former Selectman David Bickford.

**Selectman Swenson motioned to appoint Chair Jarvis to the Budget Committee; second by Chair Jarvis. 2-1, Selectman Kratovil opposed.** Selectman Kratovil stated that he believes Chair Jarvis spends too much money.

*Welfare Payment Plan Letter-* Chair Jarvis asked the members of the Board to get any edits in to the Welfare Officer by Friday, April 5<sup>th</sup>.

*Unifirst Bulk Purchasing Contract-* The Board stated that they would like some contract edits and a draft contract more specific to the Town of New Durham. They discussed the possibility of a contract shorter than the proposed five years, one that possibly corresponds with the uniform deal the Town has currently.

The Board discussed an email received from Conservation Commission Chair Paddy McHale. Selectman Swenson and Selectman Kratovil both stated that they have no issue with the vetting policy in Town.

Chair Jarvis stated that she would like to schedule a workshop session for the Fire Chief position. She proposed Thursday the 4<sup>th</sup> from 9-11 A.M. Selectman Kratovil said he would check his calendar and follow up with the Town Administrator in regards to his availability.

**Selectman Kratovil motioned to begin the vetting process for Michael Hoffman of the Zoning Board of Adjustment (ZBA) for a three-year term and authorize him to remain on the ZBA during the vetting process; second by Selectman Swenson. 3-0.**

#### *Minute Review*

**Chair Jarvis motioned to approve the minutes of the March 18, 2013 public meeting as amended; second by Selectman Swenson. 3-0.**

**Chair Jarvis motioned to approve the minutes of the March 18, 2013 nonpublic meeting as amended; second by Selectman Kratovil. 3-0.**

**Selectman Kratovil motioned to approve the minutes of the March 21, 2013 workshop session as amended; second by Selectman Swenson. 3-0.**

**Chair Jarvis motioned to approve the minutes of the March 21, 2013 nonpublic meeting as amended; second by Selectman Swenson. 3-0.**

**Chair Jarvis motioned to approve the minutes of the March 25, 2013 public meeting as amended; second by Selectman Kratovil. 3-0.**

The Board decided to put off the revisions of the March 25, 2013 nonpublic minutes until their next meeting.

Selectman Kratovil said that the Ethics Committee would be following the guidelines laid out by the Board earlier this meeting in regards to meeting notices and minutes. He didn't find it necessary to speak about it again and would have waited for a member of the committee to be present anyway. All Department Heads and Committees will be notified about the policies.

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

Meeting adjourned at 10:20 P.M.

Respectfully submitted,

*Jeremy Bourgeois, Town Administrator*