

New Durham Board of Selectmen
Meeting Minutes
Fire Station Community Room
Monday, May 20, 2013

Present: Terry Jarvis, Jeffrey Kratovil, David Swenson

Also Present: Mike Clarke- Road Agent, Dave Valladares-Mechanic, Jeremy Bourgeois-Town Administrator, David Bickford

Meeting called to order at 1:00 P.M. by Chair Jarvis.

Public Forum- David Bickford presented a packet to the Board and Town Administrator regarding posting on the website and meeting minutes.

Agenda Review- Selectman Kratovil passed around a document regarding a recent threat received in the mail by two Selectmen.

Appointments- Chair Jarvis announced that Joan Swenson has applied to become a member of the Ethics Committee. Selectman Swenson recused himself due to the applicant being his wife. Town Administrator Jeremy Bourgeois told the Board that Mr. George Sherback expressed interest in serving on the CIP Committee. Mr. Sherback is a Copple Crown Village Commissioner.

Selectman Kratovil motioned to initiate the vetting process of Joan Swenson as a member of the Ethics Committee; second by Chair Jarvis. 2-0. Selectman Swenson recused himself.

Chair Jarvis motioned to initiate the vetting process of George Sherback as a member of the CIP Committee; second by Selectman Kratovil. 3-0.

Chair Jarvis motioned to appoint Dale Drake and Cameron Quigley as Deputy Emergency Management Directors for the Town of New Durham; second by Selectman Swenson. 3-0.

Department Reports- Road Agent Michael Clarke spoke about the replacement of a full-time employee to the Highway Department. Mr. Clarke stated that this position was approved by Town Meeting and the Board of Selectmen in 2007. Selectman Swenson asked if the Highway Department could make do with a part-time employee for the summer months. Mr. Clarke responded that he prefers a full-time employee and that person would be busy throughout the year. He planned on promoting a current employee and using the new hire as a snow plow driver in the winter months.

Selectman Kratovil stated that he preferred the Highway Department hire part-time help to fill in the gaps from the full-time position. He proposed having a few part-time employees fill in, as needed by season. Selectman Swenson proposed the possibility of having a part-time employee that increases their hours to 40 per week during times of heavy activity for the Highway Department.

Road Agent Clarke responded with his concerns about hiring a part-time employee. Selectman Kratovil offered the possibility of hiring a landscaping company to fill the void of mowing and grounds keeping. Mr. Clarke replied by stating that the Town attempted to use a company to mow and maintain fields years ago and the job was not being done frequently enough. Selectman Swenson agreed that there is a need for assistance with the Highway Department given their workload. Chair Jarvis stated her support in hiring a full-time employee. Selectman Kratovil stated that he would be in favor of hiring part-time help, even if it is a couple individuals. Mr. Valladares stated that his work may suffer if his part-time employee is needed more in the Highway Department and cannot assist with the Equipment Mechanic activities. Mr. Bickford spoke and stated that the Board had previously discussed the matter and he believed they agreed that the work would be done by part-time employees. Selectman Swenson recommended a part-time seasonal employee for the summer, with 40 hours a week. Once the summer months expired the Board could reconsider and determine if a permanent full-time employee is needed.

Selectman Swenson motioned to authorize the Road Agent to advertise and hire for a temporary employee of 40 hours per week to start as soon as possible through November 30th; second by Chair Jarvis. 2-1, Selectman Kratovil rescinded his aye vote based on not knowing what benefit requirements would need to be met.

Chair Jarvis motioned for the temporary part-time position to be paid at the rate of \$12.53 per hour; Seconded by Selectman Swenson. 2-1, Selectman Kratovil was opposed.

Old Business- Chair Jarvis asked about the progress with the solar panels for the Highway Dept. garage and the garage addition. Selectman Swenson and Chair Jarvis stated that they didn't believe it was feasible given the payback time frame of about 12 or more years.

Road Agent Michael Clarke left the meeting at 2:09 P.M.

The Board reviewed their calendars regarding their next business meeting. Due to the business travel of Selectman Swenson, the Board has pushed back their next business meeting to Monday, June 10, 2013 at 7 P.M.

New Business- The Board discussed a special event application received recently for a charity car wash event.

Selectman Kratovil motioned to award a special events license to Samantha Misiaszek for May 26th; seconded by Selectman Swenson. 2-0, Chair Jarvis recused herself due to her position on the Board of the New Durham Food Pantry.

The Board reviewed a cost analysis of what they are currently spending on paper and cleaning products compared to the pricing offered by Unifirst.

Selectman Swenson motioned to contract with Unifirst to purchase cleaning and paper products; second by Selectman Kratovil. The Board discussed the proposed contract for five years and decided that was fine due to the possible escape clauses. 3-0.

Selectman Swenson motioned to allow the Chair to sign the contract on behalf of the Board of Selectmen; second by Selectman Kratovil. 3-0.

Chair Jarvis asked the Board if they needed any additional information about impact fees. Selectman Kratovil expressed his interest in using the total amount to pay down the tax rate. Chair Jarvis stated her opposition due to the possible spike in the tax rate. The Board discussed the amount they would like to use to pay down the Governor Wentworth Regional School District bond for buildings.

Chair Jarvis motioned to utilize \$25,000 of the impact fees to reduce New Durham's share of the school bond; second by Selectman Swenson. 3-0.

School Board response- The Board stated that they were not impressed by the tone of the response but that the Board will work on a response to the Governor Wentworth School District School Board. The Board agreed to take additional time to formulate a response to the letter.

Fire Chief Interviews- Chair Jarvis stated that they have received 16 applications. She said that the Board will discuss the panel and applicants in nonpublic session. Selectman Swenson stated that he would gladly sit on the panel but understands if the Board would prefer him not to due to his wife being on the panel. Selectman Kratovil expressed his support for Chair Jarvis to sit on the interview panel due to her experience in firefighting. Selectman Swenson responded that he supports Chair Jarvis recusing herself from the interview process. The Board decided to have Selectman Kratovil sit on the interview panel, with Selectman Swenson as a possible backup if needed.

Fuel Pricing- The Board discussed the market pricing for propane and other fuels.

Chair Jarvis motioned to authorize the Town Administrator to lock into propane pricing under \$2.75 per gallon plus company fees, with confirmation that the total is less than the Town is currently paying for propane; second by Selectman Swenson. 3-0.

Old Business- Chair Jarvis asked about the progress on the Town Hall renovations, tax lien payment plan form, and the Solid Waste RFP. She asked for the other Board members to get

recommendations on the Solid Waste RFP to the Town Administrator by the end of the week. Chair Jarvis also asked for any edits to the tax lien payment plan form to be sent to the Town Administrator by June 3rd. The Board will review an edited version at the June 10th meeting.

Chair Jarvis announced the leave of absence request submitted by Cathy Allyn, minute taker for the Board of Selectmen.

Chair Jarvis asked the members to bring their calendars to the next business meeting to create a meeting schedule for the summer months.

Selectman Kratovil provided a letter to the Board of Selectman and public regarding the nonpublic session at their last meeting. Selectman Swenson and Chair Jarvis stated that they would prefer to not discuss the matter in public and prefer to leave the matter to the Police Department, as agreed upon in their last meeting.

Selectman Swenson motioned to close the discussion on the threat to allow the ongoing investigation to continue and prevent any further impeding of such; second by Chair Jarvis. 2-1, Selectman Kratovil opposed. Selectman Kratovil stated his disagreement and stated his desire to let the public know about the threats.

Chair Jarvis motioned to approve the Board of Selectmen minutes of May 6, 2013, as amended; second by Selectman Kratovil. 3-0.

Chair Jarvis motioned to approve the Board of Selectmen nonpublic minutes of May 6, 2013; second by Selectman Swenson. 3-0.

Chair Jarvis motioned to enter nonpublic session at 3:19 P.M. under A & C; second by Selectman Kratovil. Chair Jarvis-Aye, Selectman Kratovil-Aye, Selectman Swenson-Aye.

The Board convened at Town Hall at 3:28 P.M.

Selectman Kratovil motioned to seal the nonpublic minutes; second by Selectman Swenson. 3-0.

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

In nonpublic session the Board of Selectmen discussed personnel issues, determined which applicants would be interviewed for the Fire Chief position and determined the interview panel.

Chair Jarvis motioned to combine the cleaning positions of the Police Department, Fire Department, Library, and Town Hall, for up to 10 hours per week for \$12 per hour; second by Selectman Swenson. Selectman Kratovil motioned to amend the prior motion to reduce the hourly rate. Amendment died for a lack of a second. 2-1, Selectman Kratovil opposed.

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The Board determined that combining the positions will save the Town money.

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

Meeting adjourned at 4:58 P.M.

Respectfully submitted,

Jeremy Bourgeois, Town Administrator