

**NEW DURHAM BOARD OF SELECTMEN  
DRAFT MINUTES  
29 AUGUST 2013**

**Present:** Board members Selectman Terry Jarvis (Chair), Selectman David Swenson; Town Administrator Jeremy Bourgeois, Recording Secretary Amy Smith.

**Others Present:** Videographer Jim Ladd, Residents Terry Chabot and Paul Perry.

**Call to Order**

Chair Jarvis called the meeting to order at 9:08 am. Chair Jarvis noted in addition to the appointment with Don Jutton of Municipal Resources Inc., which would be in non-public session, the Road Agent also requested to meet with the Board in non-public session.

**Strafford Regional Planning Commission Letter**

Chair Jarvis informed the viewing public that at the 19 August 2013 meeting Cynthia Copeland and Michelle Mears of Strafford Regional Planning Commission had asked the Board for a letter of support from the Town of New Durham supporting SRPC's efforts to become an Economic Development District. Chair Jarvis stated at the 19 August 2013 meeting the Board voted to send a letter supporting SRPC. Board members reviewed the letter drafted by Selectman Swenson.

Resident Terry Chabot stepped forward and thanked the Board for allowing her time to speak. Ms. Chabot asked Board members if they had a chance to review the information she had left for them. Board members stated they did. Ms. Chabot asked the Board to think long and hard before signing the letter of support for SRPC and respectfully asked the Board not to sign it. Ms. Chabot noted the Board did not need to sign the letter in order for New Durham to apply for grants. Ms. Chabot continued to state, in her opinion, once the Selectmen sign the letter they will have no say on what the money will be spent on. Ms. Chabot further stated the Selectmen are the Town's elected officials and not SRPC. Ms. Chabot cited RSA 36. Ms. Chabot also cited examples of elected officials who had taken action against Federal grant projects. Ms. Chabot reiterated that she did not believe the Board should sign the letter as she felt by doing so the Board would be giving up control over what happens in New Durham.

Chair Jarvis stated New Durham does have representatives on SRPC's Board. Chair Jarvis also stated she believes there is a vacancy for a New Durham resident on SRPC's board. Ms. Chabot asked that the Board consider her for the vacancy. Chair Jarvis explained that Ms. Chabot should download the volunteer form and then submit the form to the Town Administrator.

Selectman Swenson stated he is sensitive to property rights but does not see the connection between signing the letter of support for SRPC and what Ms. Chabot is suggesting. Chair Jarvis agreed. Chair Jarvis also stated the Town has worked with SRPC on many occasions and she has always found them to be responsive to New Durham's needs. Selectman Swenson noted the letter SRPC is requesting is a support letter and not a letter of commitment.

Chair Jarvis stated that Selectman Kratovil had asked her to inform the Board and the audience that he is not in favor of signing the letter at this time. Board members reviewed the draft letter.

**Chair Jarvis made a motion to go forward and send the letter of support drafted by Selectmen Swenson on behalf of SRPC to become an Economic Development District. Selectman Swenson seconded the motion. The motion was unanimously approved.**

### **Employee Evaluation Form**

Chair Jarvis stated at previous meetings the Road Agent had asked about returning to the 'old' evaluation form. Selectman Swenson stated he has looked at both forms and is in favor of the 'new' job specific form. Chair Jarvis agreed and stated there will be a scoring rubric on a separate page explaining what the numbers mean. Resident Paul Perry asked if the Employee Evaluation forms are public information. Chair Jarvis stated the blank forms are public information but not the completed forms.

### **Town Buildings - Cleaning Position**

Board members reviewed the information provided by the Town Administrator regarding cleaning of the Library, Police Department, Fire Department, and Town Offices. Town Administrator Bourgeois also provided a spread sheet showing the amount budgeted, expended, and the balance for the cleaning position. Town Administrator Bourgeois stated the person who used to do the Town Hall 'deep cleans' twice a year is temporarily cleaning the buildings until a person is hired or contracted with. TA Bourgeois noted this person has also submitted a quote for the position. TA Bourgeois stated he and the other employees were happy with this person's work and her quote would fall within the budgeted amount. **Chair Jarvis made a motion the Town of New Durham enter a contract with Shop-n-Mop to clean the Town Hall, Police Department, Fire Department Community Room, and Library based on the number of hours submitted by the Town Administrator at \$180.00 per week. Selectman Swenson seconded the motion. The motion was unanimously approved.**

**At 9:57 am Chair Jarvis motioned to enter non-public session pursuant to RSA 91A:3 II (a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee (b) the hiring of any person as a public employee and (c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. Selectman Swenson**

**seconded the motion. The motion was seconded by Selectman Swenson. A roll call vote was taken: Jarvis – Aye, Swenson – Aye, Kratovil – absent.** The Board was joined by Don Jutton, President of Municipal Resources, Inc.).

Mr. Jutton left at 11:40 am. Road Agent Mike Clarke joined the Board in non-public at 11:50 am and left at 12:12 pm. Tax Collector Carole Ingham joined the Board in non-public at 12:22 pm.

**Chair Jarvis made a motion to leave non-public session at 12:33 pm. Selectman Swenson seconded the motion. The motion was unanimously approved.**

**Selectman Swenson made a motion to seal the minutes. Chair Jarvis seconded the motion. The motion was unanimously approved.**

While in non-public session the Board of Selectmen discussed the Fire Chief appointment, the Town Administrator evaluation, a tax payment plan, and the crack seal bid. Chair Jarvis announced that the company originally awarded the crack seal bid cannot meet the criteria of the RFP.

**Chair Jarvis made a motion to award the crack seal bid to Annsel of New York, provided the work can be completed by October 31, 2013. Selectman Swenson seconded the motion. The motion was unanimously approved.**

**At 12:37 pm Chair Jarvis made a motion to adjourn. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Respectfully submitted,

Amy Smith

Recording Secretary