

**NEW DURHAM BOARD OF SELECTMEN  
DRAFT MINUTES  
9 SEPTEMBER 2013**

**Non-Public Session**

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

**Also Present:** Town Administrator Jeremy Bourgeois, Don Jutton- President, Municipal Resources, Inc.

Chair Jarvis called the meeting to order at 4:00 pm.

**Chair Jarvis made a motion to enter non-public session at 4:00 pm pursuant to RSA 91-A: 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 an employee & (c) to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person. Selectman Kratovil seconded the motion. A roll call vote was taken: Swenson – Aye; Jarvis – Aye, Kratovil-Aye.**

Don Jutton, President of Municipal Resources, Inc. joined the Board in non-public session to discuss the Town Administrator's six month performance evaluation.

Town Administrator Bourgeois joined the meeting at 4:35 pm and left the meeting at 5:35 pm.

Don Jutton left the meeting at 5:40 pm. TA Bourgeois rejoined the meeting at 5:50 pm.

**At 6:01 pm Chair Jarvis made a motion to leave non-public session. Selectman Swenson seconded the motion. The motion was unanimously approved.**

The Board reconvened in public session downstairs at 6:05 pm.

While in nonpublic session, the Board discussed the Town Administrator's six month performance evaluation and an abatement for medical services.

**Chair Jarvis made a motion to abate \$250 owed for run #49544 on March 18, 2013, for the use of the New Durham Fire Department's ambulance service. Selectman Swenson seconded the motion. The motion passed unanimously.**

**Chair Jarvis made a motion to recess the meeting until 7 pm. Selectman Kratovil seconded the motion. The motion passed unanimously. The Board recessed at 6:09 pm.**

**Chair Jarvis made a motion to enter into non-public session at 7:05 pm pursuant to RSA 91-A: 3 II (a)-The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, & (c) to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person. Selectman Swenson seconded the motion. A roll call vote was taken: Jarvis-Aye, Kratovil-Aye, Swenson-Aye.**

**Chair Jarvis made a motion to leave nonpublic session at 7:25 pm. Selectman Swenson seconded the motion. The motion passed unanimously.**

While in nonpublic session, the Board discussed leave time with an employee.

### **Public Session**

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

**Others Present:** Videographer Jim Ladd, Meeting House Committee Chair/Assistant Librarian Cathy Allyn, Road Agent Mike Clarke, Police Chief Shawn Bernier, Highway Department Manager/Town Historian Cathy Orlowicz, Solid Waste Foreman Joe Bloskey, Planning Board/Ethics Committee member Dot Veisel, Pete LaChapelle of Waste Management, Baysider Reporter/Resident Elizabeth Cantrall, residents/audience members Skip Fadden, David Bickford, Clayton & Susan Randall.

### **Meeting House Committee**

Meeting House Committee Chair Cathy Allyn stepped forward and stated she had contacted Steve Bedard on 20 August 2013 requesting an estimate for structural repair of the Meeting House. Meeting House Chair Allyn stated Mr. Bedard indicated his computer had died and he would need to check his notes and get back to her. Ms. Allyn stated she has not yet heard back from Mr. Bedard but in the mean time she has contacted the New Hampshire Preservation Alliance (NHPA). The NHPA suggested the Meeting House Committee apply for a grant which they are in the process of doing.

Meeting House Chair Allyn stated the LCHIP grant application is due this Friday. Ms. Allyn passed out revisions to section 7 of the application for the Board's review. Discussion followed. Selectman Kratovil stated he did not have the grant application to sign. Chair Jarvis stated she received the narrative yesterday and has reviewed the information. Chair Jarvis noted she had some questions/concerns regarding the document. Chair Jarvis stated the information Meeting House Chair Allyn submitted tonight addressed some of the concerns but not all. Chair Jarvis stated the Meeting House is listed as the birthplace of the First Freewill Baptist Church, but in other documents the Boodey House is listed as the birthplace. Chair Jarvis was also concerned with listing the project as a Timber Framers Guild project and Arron Sturgis as the consultant

when this has not yet been determined. Chair Jarvis suggesting rewording the application to state that the Committee anticipated the project would be a Timber Framers Guild project and anticipated Arron Sturgis would be consulting. Meeting House Chair Allyn stated, she felt, that type of language would dilute the grant application and severely decrease the chances the project will be awarded the grant. Discussion followed. Chair Jarvis stated ultimately the Board of Selectmen will need to sign the grant application, and she did not feel comfortable signing a document that is not technically correct. Meeting House Chair Allyn agreed to change the wording to ‘anticipates’ if this would be considered a sticking point.

The Board reviewed the remainder of the application, some additional wording changes were recommended. Meeting Chair Allyn noted there are some computer issues with converting MAC documents to PC which have prevented her from having the document printed for tonight’s meeting. Selectman Kratovil stated he did not feel comfortable voting to sign a document that he hasn’t seen. **Selectman Swenson made a motion the Board sign the 2013 LCHIP grant application, Round 12, contingent upon the modifications discussed at tonight’s meeting are incorporated into the document. Chair Jarvis seconded the motion. The motion passed with two affirmative votes (Swenson, Jarvis) and one abstention (Kratovil).**

**Selectman Swenson made a motion to give Chair Jarvis the authority to sign the LCHIP grant application. Chair Jarvis seconded the motion. The motion was approved with two affirmative votes (Swenson, Jarvis) and one negative vote (Kratovil).**

Chair Jarvis asked Meeting House Chair Allyn when she thought she could have the documents available. Selectman Swenson stated the Board will be meeting Thursday 12 September 2013 from 9 am – noon. Ms. Allyn stated she should have the documents ready by noon on Thursday and could bring them to Chair Jarvis. Meeting House Chair Allyn thanked the Board.

### **Public Input**

Resident David Bickford stepped forward and thanked the Board for reviewing the LCHIP grant application and stated he believes it is important the document is accurate.

Mr. Bickford questioned moving a speed limit sign on Brackett Road. Selectman Kratovil asked if Mr. Bickford was asking to have the sign moved because it obscures site distance. Mr. Bickford stated it is because that section of Brackett Road was paved. Mr. Bickford noted that the speed limit for the paved roads is 35 miles per hour and for dirt roads it is 25 miles per hour. Mr. Bickford added that when that section of Brackett Road was paved the sign did not move to where the dirt section began. Chair Jarvis deferred to Road Agent Clarke and Chief Bernier. Neither Road Agent Clarke nor Chief Bernier had an issue with moving the sign. Board members agreed by consensus that the Road Agent will move the sign.

Resident Skip Fadden stated he felt it is important that the Selectmen have e-mail as a lot of communication/information is shared via e-mail. Mr. Fadden suggested the Town set up an e-mail address for Selectman Kratovil. Selectman Kratovil stated he did not believe his lack of e-mail is an issue. Selectman Kratovil noted he is not difficult to get a hold of and on several instances he has responded to concerns within hours of receiving a phone call from the Town Administrator. Mr. Fadden reiterated that in this day and age, he felt, it is important to have e-mail access.

### **Agenda Review**

Chair Jarvis stated she would like to add 'status of oil price lock-in' under Town Administrator's Report; and under New Business she would like to add 'Request from the Parks & Recreation Director for additional help', 'Fire Department Purchase Order' and 'Acceptance of a Donation'.

Selectman Kratovil stated he would like to add 'MRI Contract' under New Business and 'Fire Chief' and 'Town Survey Evaluation' under Old Business.

### **Police Department – Detail Rate**

Chief Bernier stepped forward and stated he wanted to clarify that he is looking to increase the rate of pay the Officer is being paid for Details by \$5.00 per hour and not the entire Detail Rate. Chair Jarvis questioned if Chief Bernier is suggesting leaving the Detail Rate at the current \$55.00 per hour but increasing the rate the Officer is paid from \$37.00 to \$42.00. Chief Bernier stated this is correct. Chief Bernier stated his rationale is to keep the rate of pay his Officers receive comparable to surrounding Towns. Chief Bernier also stated he would like the Board to know that the CIP Committee has not changed the life expectancy of a cruiser due to Police Detail it is still an eight year rotation. Discussion followed.

Resident David Bickford asked for clarification as he thought the Officer was paid whatever their rate of pay is normally and not the \$37.00 or \$42.00 figures that are being discussed. Chair Jarvis explained that Officers do receive the higher rate of pay when working Details. Chair Jarvis further stated that the entity requesting the detail is charged an hourly rate, part of that rate is the Officer's salary and part of that rate is an Administrative Fee which would include workers compensation, retirement, Medicare, etc. Chair Jarvis noted that Officers are only allowed to work Details on what would normally be their time off. Chair Jarvis gave the rates of pay for some of the surrounding Towns, which were higher than New Durham's. Discussion followed.

Resident Elizabeth Cantrall spoke in favor of increasing the Detail Rate for Officers. Ms. Cantrall noted, she felt, there are certain professions that are underpaid, Police Officers being one of them and the Details allow the Officers to supplement their incomes. Ms. Cantrall also noted she did not see the issue with increasing the rate of New Durham's Officers, to make them comparable, as the tax payers are not paying for the increase, it is the entity that is requesting the

Detail that would be paying. Selectman Swenson disagreed with Ms. Cantrall and stated the tax payers do pay for the increase. Selectman Swenson stated when the Town of New Durham is paying for the Police Detail the tax payers would directly pay and when an outside entity is paying that cost would also be paid by the tax payers as the entity simply passes on their cost to the consumers.

Chair Jarvis pointed out that if Chief Bernier cannot fill a Detail with his Officers he would need to contact another Town, which have higher rates, so the tax payers would be paying a higher cost. Chair Jarvis also stated she agreed with the points made by resident Elizabeth Cantrall. More discussion followed. Selectman Kratovil stated he doubted that the utility companies would change their rates on account of New Durham's rate of pay for an Officer increasing by \$5.00. **Selectman Kratovil made a motion to increase the Detail Rate for the New Durham Police Officer's salary line from \$37.00 per hour to \$42.00 per hour. Chair Jarvis seconded the motion.**

Selectman Swenson asked what is being done with the total rate. Chair Jarvis stated the total rate is remaining at \$55.00 per hour.

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

### **Police Department Recognition**

Selectman Swenson thanked Chief Bernier and Sgt. Meattey for the opportunity to observe them for the day. Selectman Swenson also stated he wished to commend both Chief Bernier and Sgt. Meattey for their professionalism and judgment.

Chief Bernier thanked Selectman Swenson for taking the time to ride with Sgt. Meattey to see what he and his Department deal with on a regular basis. Selectman Swenson asked Chief Bernier to pass on the commendations to Sgt. Meattey.

### **Police Canine Unit**

Chair Jarvis stated at a previous meeting the Board authorized the reestablishment of a Police Canine Unit. Chair Jarvis stated it is her understanding that the grant has gone through and the Department now has a canine. Chief Bernier stated that is correct and noted he went to his first training today with Canine Fred. Chief Bernier stated Fred is 14 months old and came from Czechoslovakia. Chief Bernier stated this is actually the second dog and added the first dog did not work out as she had some flaws. Chief Bernier noted the Working Dog Foundation pays \$7,000.00 for canines and the dogs should be turn-key.

Chair Jarvis asked if Fred was getting along with everyone. Chief Bernier stated yes. Selectman Swenson asked what the anticipated training time is. Chief Bernier stated it depends on the dog, but he would expect Fred to be ready by the end of February, beginning of March. Chair Jarvis

asked at what point the canine would be riding in the cruiser. Chief Bernier stated Fred is already riding in the cruiser.

### **Animal Control Officer**

Chief Bernier stated he was contacted by the Farmington Police Chief to see if New Durham is interested in going in with Farmington to create a joint ACO position. Chief Bernier noted it is his understanding the position is not a full-time position. Selectman Kratovil asked if this would be an individual who would be working for both Towns. Chief Bernier stated yes. Chief Bernier also noted the last time New Durham had an ACO was 2010. Chief Bernier gave the Board and audience members statistics on the number of animal calls received. In 2012, 114 calls were received and in 2013, 97 calls were received to date. Discussion followed. Chair Jarvis asked if the ACO would cover all animal calls. Chief Bernier stated wild animals are handled by Fish and Game but all other animal calls would be handled by the ACO. Chief Bernier noted the statistics he gave earlier were for domesticated animals. Chief Bernier also noted none of his Officers have had rabies vaccinations, and an ACO would mostly likely have the rabies vaccination series. Chair Jarvis stated she is interested in the concept but would like more information. Selectman Swenson stated since the Farmington Police Chief suggested the joint ACO, Chief Bernier should ask the Town of Farmington for their proposal, with no obligation on the part of New Durham. Chief Bernier stated he would get more information.

### **Highway Department**

Road Agent Clarke, in deference to Solid Waste Foreman Bloskey, stated he would allow him to go first.

### **Solid Waste – Municipal Solid Waste – RFP**

Solid Waste Foreman Bloskey thanked Road Agent Clarke. Chair Jarvis thanked Office Manager Cathy Orlowicz for the breakdown of the bids.

Chair Jarvis informed audience members that at the 19 August 2013 meeting the bids were presented to the Board. At that time there had not yet been sufficient time to analyze the information as the bids were opened and publicly read on 16 August 2013 at 3:30pm.

Foreman Bloskey stepped forward and thanked Office Manager Orlowicz for her help throughout the process. Board members reviewed the handout prepared by Ms. Orlowicz. Office manager Orlowicz noted the Town asked for bids on 3 year, 5 year, and 7 year contracts. Discussion followed.

Chair Jarvis stated she felt the 5 year contract with Casella was the best option for the Town. Selectman Swenson stated he thought Waste Management had the advantage. Office Manager Orlowicz stated for the first year Waste Management does have the better prices but once the

CPI (Consumer Price Index) is factored in, she felt Casella had the advantage. Ms. Orlowicz noted if the Town went with a five year contract, Casella stated there would be no CPI for the first three years, where Waste Management has a CPI of 2.5% beginning in year two. Chair Jarvis asked if the CPI would begin in year 4 with Casella. Office Manager Orlowicz stated yes. Board members further reviewed the documentation provided by Ms. Orlowicz. Selectman Swenson agreed factoring in the CPI differential appears to give the advantage to Casella.

Selectman Kratovil asked Foreman Bloskey if he saw any disadvantage to the seven year contract. Foreman Bloskey stated he felt the longer contract would be advantageous, as it is likely for prices to increase. Selectman Swenson suggesting postponing a decision until the next meeting, so he can analyze the information factoring in the CPI differential. Chair Jarvis asked Ms. Orlowicz if the figures she passed out have factored in CPI. Office Manager Orlowicz stated yes.

Pete LaChappelle of Waste Management stated he wanted the Board to know that Waste Management would be donating 25 “Bagster” bags to the Town as part of their contract. Mr. LaChaplle stated the bags currently sell for \$29.95 at places like Lowes and Home Depot. Mr. LaChappelle noted the Town could purchase any additional bags they wished and offer them for resale to residents. Mr. LaChappelle stated the bags could divert material from the transfer station and generate revenue for the Town.

### **Highway Department- General**

Road Agent Clarke stated the new pick-up truck has been delivered and the plow set-up has been completed. Road Agent Clarke noted the old plow was used so a new plow will not need to be purchased. Road Agent Clarke also noted the chip sealing in the Second Division has been done and the winter sand has been delivered. Road Agent Clarke also stated he submitted correspondence from CMA regarding bridge work on Davis Crossing Road and asked if the Board had reviewed it. Board members stated the information was not included in their packet. Road Agent Clarke stated he would be sure he submitted another copy to the Town Administrator in advance of the 23 September 2013 meeting.

### **Winter Sand RFP- Beginning 2014**

Board members reviewed the Invitation to Bid for winter sand beginning with the year 2014 submitted by Road Agent Clarke. Chair Jarvis asked if this document is an updated document of what was submitted three years ago. Road Agent Clarke stated yes. Road Agent Clarke stated he would like to get the bid out early so he has a true budgetary figure for the budget process. Road Agent Clarke suggested e-mailing the RFP to the five companies who bid previously and also post the ad in the newspaper. The Board agreed by consensus that they had no issue with this.

## Crack Seal Update

Road Agent Clarke stated he had a new Purchase Order for the Board to sign as the previous Purchase Order was made out to the company who could not deliver all contractual documents as required. Selectman Swenson asked if the second company could meet all the contractual requirements. Road Agent Clarke stated yes and added that the bond has already been delivered. Road Agent Clarke also noted the company agreed to the completion date of 31 October 2013. **Chair Jarvis made a motion to approve Purchase Order number 0200, in the amount of \$28,242.00, to AnnSeal, Inc of Johnson City, New York for the bid package that was dated 8 July 2013 for the RSMS Crack Sealing of approximately 8 miles of road. They are required to complete the job by 31 October 2013. Selectman Swenson seconded the motion. The motion was unanimously approved.** Board members signed the Purchase Order. Road Agent Clarke gave the Board a copy of the letter he sent to the first company that could not meet all the contractual requirements.

## Winter Salt

Road Agent Clarke stated he is going to wait until 15 September 2013 to purchase salt as the price for salt is going down. Road Agent Clarke stated the current price is \$61.83 per ton after 15 September 2013 the price will be \$55.31 per ton. Road Agent Clarke noted he has another Purchase Order for the Board to sign. **Chair Jarvis made a motion to approve Purchase Order number 0201 to International Salt, (this is a State bid), for 770 tons of winter salt, the total amount is \$42,589.00. Also to waive the purchase policy as this vendor is from the State bid list. Selectman Swenson seconded the motion. The motion was unanimously approved.** Board members signed the Purchase Order.

## Highway Garage Addition Bids

Road Agent Clarke asked Board members if they had a chance to review the information submitted. Chair Jarvis stated she did and also added that she was surprised at how high the bids were. Selectman Swenson asked Road Agent Clarke for his recommendation. Road Agent Clarke stated his suggestion would be to go with Bid #1, for \$159,959.00, for the full addition, re-roof and furnace room. Road Agent Clarke explained his rationale and how the proposal would get funded. Discussion followed. Selectman Swenson agreed that something does need to be done with the furnace utility area but stated he is not sure if the full addition is justified. Chair Jarvis noted the roof issue also needs to be addressed as it leaks and can damage equipment.

Selectman Swenson asked Road Agent Clarke if he thought the Town could do better if the bids were re-opened to everyone. Road Agent Clarke stated he did not. More discussion followed and the difference between the four different specifications was discussed. Chair Jarvis asked what is contained in Specification One that is not contained in Specification Two. Road Agent Clarke stated the additional bay. Road Agent Clarke explained his justification for the addition.



Selectman Swenson asked Road Agent Clarke if, in his opinion, both bidders were qualified. Road Agent Clarke stated yes. Selectman Swenson asked Road Agent Clarke if he is comfortable with both. Road Agent Clarke stated he is. **Selectman Kratovil made a motion to award the bid for the Highway Expansion Project, specification number 2, in the amount of \$93,400.00 to Broad View Construction Corporation. Selectman Swenson seconded the motion.**

Chair Jarvis pointed out that not all of the \$93,400.00 will be coming out of the Highway Department Capital Reserve Fund. Chair Jarvis stated the full cost of the replacement roof will come from the Expendable Trust Fund for Buildings. The cost for the furnace utility area will come out of the Highway Expansion Capital Reserve Fund. Road Agent Clarke suggested using the language 'not to exceed' \$93,400.00.

**Selectman Swenson made a motion to amend the previous motion to add the language 'the cost shall not exceed \$93,400.00'. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Selectman Swenson asked Road Agent Clarke if the project would be completed before the safety issue with the furnace arises again. Road Agent Clarke stated he was told by both contractors that it could be completed before snow flies. Office Manager Orlowicz stated the contract already has a completion date of 31 December 2013 written into it. Chair Jarvis noted the amended motion had not yet been voted on. Chair Jarvis also stated that she is opposed to the motion as she has seen too many projects half done and then at a later date the project needs to be completed at a higher cost. Chair Jarvis also stated this project has been discussed since at least 2009, possibly 2007, when the Capital Reserve Fund was established. Road Agent Clarke stated he agreed with Chair Jarvis. Chair Jarvis called for a vote on the motion.

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

### **Cleaning Contract**

Chair Jarvis stated at the 29 August 2013 meeting the Board voted to enter a contract for the cleaning of the Town Offices, Fire Department Community Room, Library, and Police Department. Board members reviewed the contract between the Town of New Durham and Sue Fischelli for janitorial services. **Selectman Swenson made a motion to sign the contract between the Town of New Durham and Sue Fischelli for janitorial services. Chair Jarvis seconded the motion. The motion was unanimously approved.**

## **Fuel Prices**

Chair Jarvis stated the Town Administrator has been monitoring fuel prices. The price of propane has been locked in at \$1.785 per gallon and the cost of heating oil has been locked in at \$3.275 per gallon. Chair Jarvis noted that both these prices were lower than what was paid the previous year.

## **Town Hall Renovations**

Chair Jarvis noted at the 19 August 2013 meeting the Board had asked the Code Enforcement Officer to put together specifications for the Town Hall renovations and he has done that. Board members reviewed the information prepared by the CEO. Chair Jarvis stated she had questions about the document but since the CEO isn't present, she suggested Board members submit their questions to the Town Administrator who will forward them to the CEO. Selectman Kratovil asked Chair Jarvis if she could share some of the questions. Chair Jarvis stated she questioned the flooring material in the kitchen area and also the dumb waiter issue. Chair Jarvis stated the specifications list removal of the dumb waiter but she believes the Town Historian did not want it removed but blocked off. Selectman Kratovil had questions regarding the mop sink location and the electrical panel area. Chair Jarvis stated the bid for the electrical work has already gone out. Selectman Swenson questioned the 36 inch exterior steel door and the custom door to be built in the front hall.

## **Lions Camp Pride Letter**

Board members reviewed a draft letter to Lions Camp Pride regarding the use of the camp by groups other than non-disabled children. Board members reviewed the letter and gave suggested edits to the Town Administrator.

## **2014 Budget Schedule**

Board members reviewed the 2014 budget schedule which listed when the various departments needed to submit their budgets to the Finance Officer, when the budgets would be reviewed by the Town Administrator, the Board of Selectmen, and a question and answer period.

Chair Jarvis stated the Selectmen will be having a joint meeting with the Budget Committee on 16 September 2013 at 7 pm at the Town Hall. Chair Jarvis stated the Budget Committee usually has questions on whether merit raises and /or cost of living adjustments will be done. Discussion followed. Board members agreed that if raises are given they should follow the same format as last year and put the funds in the 'Personnel Administration' line, at a later date the appropriate amounts would be put into the budgets of the various departments.

## **Assessing Software**

Board members agreed to discuss the assessing software at their next meeting.

## **Computer Issues**

Selectman Kratovil asked if the computer issues have been resolved. Chair Jarvis stated not yet. Selectman Kratovil asked if the company has been paid. Chair Jarvis stated no. Chair Jarvis stated the Town Administrator has started a spread sheet listing the various concerns. Chair Jarvis also noted the invoice will be thoroughly reviewed.

## **Plat Storage**

Chair Jarvis stated she went to White's Farm in Concord as was suggested at the 19 August 2013 meeting to see if they had any plat files. Chair Jarvis stated according to the web site they are open Monday, Wednesday, and Friday but when she arrived, she found they are only open on Mondays. Chair Jarvis stated she didn't see anything of interest in the windows. Chair Jarvis noted the Deputy Town Clerk had given her a figure of, she believes, \$600.00 for a five drawer plat file. Board members agreed they did not have a problem with the purchase of a plat file not to exceed \$600.00. Chair Jarvis clarified that the \$600.00 is for the item itself as she is not sure whether shipping and handling are free. Board members agreed.

## **Town Survey**

Selectman Kratovil passed out a letter he drafted regarding the Survey Committee and read it for the viewing public. Chair Jarvis and Town Administrator Bourgeois responded to Selectman Kratovil's letter. Chair Jarvis noted there was never a non-public session regarding the Town Survey nor was there a 'sub-set' survey committee. Discussion followed. Chair Jarvis stated the final report was published without her edits or comments. Chair Jarvis noted the individual who conducted the survey used the same criteria that was used when the survey was last conducted in the late 1990's. More discussion followed. Selectman Swenson suggested moving on to the next topic as Selectman Kratovil read his letter for the viewing public and the concern was discussed.

## **Fire Department**

Selectman Kratovil read a letter he drafted regarding the 'tense situation' regarding the Fire Chief position. Selectman Swenson stated, as a point of fact, it was Selectman Kratovil's motion that created a new hourly rate and number of hours for the Fire Chief position. Selectman Swenson also noted that he had voted against that motion. Discussion followed. Selectman Kratovil reiterated what he stated in his letter and suggested an objective study be done on the Fire Chief position. Chair Jarvis stated last December former Selectman David Bickford suggested studies on many Town Departments and noted Selectman Kratovil was adamantly opposed.

Chair Jarvis responded to comments being made that she wanted the current Fire Chief out for personal reasons. Chair Jarvis stated that when the current Chief was appointed to his first three year term, she was on the Board of Selectmen and voted in the affirmative to appoint him. Selectman Kratovil asked Chair Jarvis if she was in favor of a study. Chair Jarvis stated she is not in favor of a study at this time and would need more evidence that a study is needed. Chair Jarvis also stated she would need to know the financial ramifications. Discussion followed. Audience member David Bickford spoke in favor of a study.

### **Purchase Order**

Chair Jarvis stated the Board has a Purchase Order from the Fire Department for IPS in the amount of \$4,451.40. Chair Jarvis stated due to the amount it needed to be reviewed by the Board. **Chair Jarvis made a motion to approve Purchase Order # 1567 for IPS of Wilmington, MA, in the amount of \$4,451.40 for service on the compressor, Holmatro tool, and services and flow test to the air packs. Selectman Swenson seconded the motion. The motion was unanimously approved.**

### **Donation**

Chair Jarvis stated the Town received a donation of a US Robotics brand Conference Link CS1000 conference speakerphone and pursuant to RSA 31:95-e, which the Town adopted in 1998, the Board needed to vote to accept the donation. Chair Jarvis noted the speakerphone was donated by Town Administrator Bourgeois. Chair Jarvis also noted the Board had budgeted \$1,000.00 for the purchase of a speakerphone. **Chair Jarvis made a motion pursuant to RSA 31:95-e the Town accept a donation of a US Robotics brand Conference Link CS1000 conference speakerphone. Selectman Swenson seconded the motion.**

Selectman Swenson questioned if the phone was compatible with the current phone system. Chair Jarvis stated it may not be compatible with the Library's phone system but otherwise she thinks it is compatible. Chair Jarvis also noted she and Town Administrator Bourgeois plan on testing the phone to ensure it works prior to actually needing it.

**The motion was unanimously approved.**

### **Parks & Recreation Director Request**

Chair Jarvis stated the Board received a letter from the Parks & Recreation Director requesting part-time help for Bingo and special events. Chair Jarvis stated all the summer employees have either returned to school or have other jobs. Board members reviewed the letter. Selectman Swenson asked if this was within the budget. Chair Jarvis stated yes. Selectman Swenson stated he is not in favor of waiving the hiring policy. Board members agreed that if the Director stayed within her budget they had no problem with the part-time help, however, they would not waive the hiring process.

## **MRI (Municipal Resources Inc.) Contract**

Selectman Kratovil stated he wanted to make clear that this has nothing to do with the Town Administrator's evaluation. Selectmen Kratovil continued to state that, he felt, when there are two Department Heads who have stated they are in favor of discontinuing the contract with MRI, as well as, members of the public who have echoed their concern, it should be taken seriously. Selectman Kratovil also stated Mr. Jutton of MRI indicated he did not want MRI to be looked at as the 'fourth Selectman'. Selectman Kratovil continued to state if MRI cannot be relied upon for support it may be time to look at alternatives. Selectman Kratovil noted he has nothing against Town Administrator Bourgeois. Discussion followed. Chair Jarvis gave some approximate figures for the hiring period and salary range of a Town Administrator. Chair Jarvis also stated she would like to work with the Finance Officer to have actual numbers to compare what the Town is currently paying MRI and what it would cost the Town to hire their own Administrator.

## **Bulletin Board**

Selectman Kratovil suggested the bulletin board be kept more up to date. Selectman Kratovil stated there were several out-dated notices still on the board.

## **Future Meetings**

Chair Jarvis stated the Board will meet on 12 September 2013 at 9 am at the Town Hall in non-public session to discuss Department Head evaluations. Chair Jarvis also noted there is a joint meeting with the Budget Committee on 16 September 2013 at 7 pm at the Town Hall and a regular Board of Selectmen's meeting on 23 September 2013 at 1 pm at the Fire Station Community Room.

Chair Jarvis stated there are some issues with October's meeting dates. Chair Jarvis noted there would not be a quorum on 7 October 2013 and 14 October 2013 is a holiday. Board members agreed to meet on 11 October 2013 from 9 am – 11:30 am. Chair Jarvis noted the location will be confirmed at a later meeting but most likely it will be held at the Fire Station Community Room.

## **Public Input**

Resident Elizabeth Cantrall expressed concern with the Town paying a Town Administrator the same amount of money that was paid to the last Town Administrator, who was actually employed by the Town of New Durham, and not contracted through MRI.

Mr. Bickford suggested having extra packets of information available especially for Ms. Cantrall as she is a reporter. Town Administrator Bourgeois stated he would e-mail the information to Ms. Cantrall.

## Minutes

Board members reviewed the public minutes of 19 August 2013. Selectman Kratovil requested that on both the 19 August and 29 August minutes it is noted that he is excused. A clarification was made, as well as, some grammatical corrections. **Chair Jarvis made a motion to approve the public minutes of 19 August 2013 as amended. Selectman Swenson seconded the motion. The motion was approved with two affirmative votes (Swenson, Jarvis) and one abstention (Kratovil).**

Board members reviewed the 19 August 2013 non-public sealed minutes. **Chair Jarvis made a motion to accept the non-public sealed minutes of 19 August 2013 as printed. Selectman Swenson seconded the motion. The motion was approved with two affirmative votes (Swenson, Jarvis) and one abstention (Kratovil).**

Board members reviewed the public minutes of 29 August 2013. A clarification was made. **Chair Jarvis made a motion to approve the public minutes of 29 August 2013 as amended. Selectman Swenson seconded the motion. The motion was approved with two affirmative votes (Swenson, Jarvis) and one abstention (Kratovil).**

Board members reviewed the 29 August 2013 non-public sealed minutes. **Selectman Swenson made a motion to accept the non-public sealed minutes of 29 August 2013 as corrected. Chair Jarvis seconded the motion. The motion was approved with two affirmative votes (Swenson, Jarvis) and one abstention (Kratovil).**

## Non-Public Session

**At 11:20 pm Chair Jarvis made a motion to enter into non-public session pursuant to RSA 91-A: 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 an employee & (c) to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person. Selectman Kratovil seconded the motion. A roll call vote was taken: Swenson – Aye; Jarvis – Aye, Kratovil-Aye.**

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

The Board of Selectmen returned to public session at 12:30 A.M.

While in nonpublic session, the Board discussed the Fire Chief appointment process and a land use issue.

**At 12:35 am Selectman Swenson made a motion to adjourn. Chair Jarvis seconded the motion. The motion was unanimously approved.**

Respectfully submitted,

Amy Smith

Recording Secretary