

Board of Selectmen Public Meeting

February 3, 2014

DRAFT

**DRAFT- These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. They are being posted on the web site as a draft copy for public informational use.**

**BOARD OF SELECTMEN**

**Public Meeting**

**February 3, 2014**

\*\*\*\*\*

**Present:**

Chairman Terry Jarvis  
David Swenson, Selectman  
Jeffrey Kratovil, Selectman

**Also Present:**

Jeremy Bourgeois, Town Administrator	Michael Clarke, Road Agent
Catherine Orlowicz, Boodey House Committee	Adam Buehne, IT Committee
Cheryl Cullimore, Boodey House Committee	Rudolph Rosiello, IT Committee
Crissa Evans, Boodey House Committee	J. R. Jones, IT Committee
David Valladares, Equipment Mechanic	Dot Viesel, Citizen
Anthony (Tony) Bonanno, Citizen	Theresa Chabot, Citizen
Jim Ladd, Videographer	Arthur Capello, Building Inspector

The meeting was called to order by Chair Terry Jarvis at 7:00 PM.

**Appointments/Announcements**

The Boodey House Committee members consisting of Catherine Orlowicz, Cheryl Cullimore, and Crissa Evans gave a slide show presentation of the history and genealogy of the Boodey House. The Committee said they would like to know what direction the BOS would like them to go with the house. They are hoping to use the house once it is reconstructed as a learning center, meeting place and to hold special events. They would like to know if the BOS would want to see it being used year round. If that is the direction the BOS wants to go the Committee needs to plan for a heating system. Selectman Swenson said he has several questions for the Committee and would like to attend their next meeting to discuss them. Dorothy Viesel asked how big the piece of land is where the house will be placed. Catherine Orlowicz stated the Committee is asking for a ½ acre to be cleared. The house will be relocated to the corner of Stockbridge Corner Road and Berry Road. Selectman Kratovil stated that as long as no tax dollars are involved he would be in favor of the Committee moving forward. Chair Jarvis said she would like to see the Boodey House used year round.

IT Committee – Rudy Rosiello stated the Committee was tasked with coming up with and recommending better security, backup of data, reliable performance, and equipment protection for the Town computer system. The BOS asked for estimates of cost. Rudy Rosiello explained the Committee chose Network Access Storage (NAS) for backups at an estimated cost of \$1,200, the firewall to be added for security is estimated at \$300, a

switch in order to put the virtual VLAN in order to secure the movement of either other sites or other vendors looking at the equipment, UPS to protect the server or bring it down in case of loss of power, and a wireless adapter estimated at \$2,500. The Committee looked at the server in terms of what is needed now and thin clients with an estimated total of \$12,000. Status update to costs is NAS actual cost was \$988, firewall was \$672, switch, UPS and wireless adapter was \$2,575, and the server was \$5,425 for a total of \$10,800. To date NAS is installed and data is being backed up. Direct back up from the workstations is being configured. Adam Buehne explained the Committee is in the process of configuring the hardware. They are also writing an Information Technology Policy. He stated the hardware is about 80% implemented. Rudy Rosiello said the firewall has been setup. J. R. Jones explained he needs to configure the firewall with the existing firewall. The UPS and intelligence is installed and fully operational. Thin client is on hold until they are in a steady state. Documentation will be complete when they go into the transitional state and modified as needed as they go into the stabilization state. Architecture for the steady state is 90% complete. A room is being constructed which will house all of the computer system equipment and wiring providing better security. A draft of the Information Technology Policy has been submitted to the TA for review. Rudy Rosiello said he is working on the RFP for a service provider and should have it done by the end of the week. Adam Buehne reviewed the architectural layout provided to the BOS. Selectman Swenson thanked the Committee for the exceptional work they are doing. He asked the TA when the construction will be done. TA Bourgeois said it should be done by mid to late February. Selectman Swenson asked the Committee when the steady state might be achieved. Adam Buehne said once the server room and equipment is located the thin client implementation could be done ahead of time and when everything is in place it could be plugged. Selectman Swenson asked who would have access to the administrative network. Rudy Rosiello stated the service provider and the TA would be the only ones to have access. Selectman Swenson stated he would like the service provider in place sooner than later. Chair Jarvis explained the BOS would have to review the draft RFP and make any changes they felt were necessary and the final RFP would not go out before mid-march. Rudy Rosiello said they could implement a letter of intent to cover short term needs until the final agreement was complete. Selectman Swenson expressed his appreciation and noted that the Committee has done all this work on a volunteer bases. TA Bourgeois said he also wanted to express his appreciation for all the work and help the Committee has provided to keep things running at the Town Hall. Chair Jarvis expressed her gratitude as well. She asked the Committee if the service provider was going to cover just the Town Hall or all the departments. Rudy Rosiello said it is to cover all of the Town departments. Chair Jarvis suggested the TA, a member of the IT Committee, and herself should meet with the Library Trustees to ask if they would like the Library to be included.

SB2 The BOS has received a petition warrant article to appear on the 2014 Warrant Article. Theresa Chabot spoke to the BOS to provide them with some of the information they had requested. There are currently 171 towns and communities in the state and 68 of them have the SB2 form of government. SB2 is a voting initiative. It changes who, where and how to vote and is not a change in government. 73 school districts use SB2

Board of Selectmen Public Meeting  
February 3, 2014  
DRAFT

form of voting and none have ever rescinded it. After talking to town officials in surrounding communities using SB2 the attendance at deliberative sessions was less than at town meetings. Comparison of votes was at town meeting could be anywhere from 50 to 100 people participating and when it went to SB2 they would get considerably more votes. Theresa Chabot reviewed the pros and cons of SB2. She stated she is in favor of SB2 and is looking forward to success at the polls. Tony Bonanno said he misquoted Ms. Brown the Chair of Strafford's BOS. He said he had quoted her as saying she was in favor of SB2 and after speaking to her a second time she said she was not in favor of SB2. He stated he is in favor of SB2. Selectman Kratovil thanked Theresa Chabot for her work on researching this issue. Dorothy Viesel stated she is in favor of the town meeting because it is where you can hear all sides of an issue to make a more informed vote. She asked is there better participation at the deliberative sessions and the answer was no. Rudy Rosiello stated he went to the town meeting and enjoyed hearing the passion of the people for and against an article and felt that when he voted he made an informed decision. On the other hand there were aspects of the SB2 he was in favor of. Selectman Kratovil stated he felt it was a better way for more people to participate in the voting.

Road Agent Michael Clarke presented a purchase order for salt to the BOS to be signed. Selectman Kratovil asked if it was down from last year. The RA stated it was &63.81 per ton last year and that he and the TA had locked in the price at \$55.31 in October. He stated he just had to buy another 600 tons and was well into ½ of 2014's salt.

**Selectman Swenson made a motion to purchase salt from International Salt at \$55.31 per ton and 1,300 tons out of the 2014 budget. Selectman Kratovil seconded the motion. Chair Jarvis stated it was Purchase Order 0210. The vote was unanimous.**

Chief Bernier presented the BOS with a letter of interest he had received. Chair Jarvis asked if the Chief was looking to hire a PT officer. The Chief explained that his current PT officers had limited availability. The letter caught his interest because the person is the current animal control officer in Farmington and the Town of New Durham is in need of an animal control officer. Selectman Kratovil asked what the cost would be to outfit the officer. The Chief said without knowing the officer, if he had to outfit the individual it would be about \$1,500. Selectman Kratovil stated he was interested in having a pool of PT officers who could be called in when needed. Selectman Swenson asked if there was any impact to the PD budget. The Chief said there would not be as they would not be guaranteed a set number of hours. Chair Jarvis suggested starting the hiring process. A brief discussion between the Chief and the BOS ensued as to the best way to proceed.

The Chief explained the cruiser that is scheduled to be replaced is in need of repair. The Town Mechanic, David Valladares explained the cruiser was brought to him for a fluid leak. The leak is from the transmission/AC gasket and needs to be replaced. It also has a cylinder head that is leaking which means a minimum of R&R for the cylinder heads at a cost of approximately \$1,600 not including any repairs that may need to be made after the cylinder head is removed. The estimated cost for the repairs is approximately \$2,100 -

\$2,200. The BOS advised them to strip the equipment and scrap the cruiser. The Chief said it would be July or August before the new cruiser was ready. He stated he could get through being down one cruiser. He also stated the quoted price of \$35,337 did include battery back-up system.

David Valladares stated he had a purchase order that he needed signed for repairs to the F550 truck. Chair Jarvis asked what the repairs were. David Valladares explained it was to repair the high pressure oil rail and the ERG system. The BOS will vote on the purchase order at the February 6<sup>th</sup> meeting.

### **Town Administrator's Report**

TA Bourgeois stated he had received the insurance check for the repairs to the quanset hut. He presented the BOS with a purchase order for 70% of the supplies that the Town needs to get to the repair company before the work can begin and 30% will be paid at the completion of the project. Selectman Swenson asked if there was a guaranteed not to exceed clause in the contract. TA Bourgeois stated that there was a clause stating not to exceed. Selectman Kratovil asked what the total was that the Town was being reimbursed. The TA said it was \$4,950.

**Chair Jarvis made a motion to approve purchase order 1787 to the Autumn Breeze Group of Sunset Beach, NC in the amount of \$3,465 for the first payment and in the amount of \$1,485 for the payment at completion of the project. Selectman Kratovil seconded the motion. The vote was unanimous.**

The TA updated the BOS on the Town Hall construction. He said the contractor is working on the kitchen and ADA bathroom. At this point it is believed the Town Hall will not have to be closed. The volunteer painting will occur on February 15<sup>th</sup> and 16<sup>th</sup>.

There is one possibly two openings on the Parks and Recreation Commission. The Planning Board and the Zoning Board has openings for alternates. Anyone interested in these positions can contact the TA. The TA stated the position he would like to have the BOS address is the Town Treasurer. The current treasurer, Janet Thorell has given her resignation effective March 1<sup>st</sup>. Chair Jarvis asked the Ta to meet with the financial officer and put together qualifications needed for the position. The BOS told the TA to post the position on the website and in the Baysider and Foster's newspapers. The Ta will check with LGC on whether or not the treasurer has to be a town resident,

The TA is working with the foreman of the solid waste facility on the list of deliverables required by DES. He is putting together a list of what needs to be done and by what date. He is working with the foreman on the closure and operations plan that needs to be done by March. He will have an update for the BOS with a checklist of what has been done, completed and anticipated dates of things to be done. Chair Jarvis asked if the items that have to be completed by February 7<sup>th</sup> will meet the deadline. The TA said yes they will meet the deadline.

Board of Selectmen Public Meeting

February 3, 2014

DRAFT

**Old Business**

One Town employee who currently does not take Town insurance and gets a payment in lieu of insurance has notified the Benefits Officer that they might be coming on to the Town health and dental policy. There are two ways this can be funded. There can be an increase to the operating budget or a warrant article can be voted on to establish an Expendable Trust Fund for employee benefits. Chair Jarvis stated she is in favor of the ETF. Selectman Swenson said he is not in favor of the ETF and felt it should be funded in the operating budget. Selectman Kratovil agreed with Selectman Swenson.

**Chair Jarvis made a motion to approve Acct 4155 Personnel Administration in the revised amount of \$39,798 which reflects money being added to subaccount 210 Health Insurance and subaccount 211 Dental Insurance. Selectman Swenson seconded the motion.** Discussion: Subaccount 210 Health Insurance is increased by \$16,049 and subaccount 211 Dental Insurance is increased by \$874. **The vote was unanimous.**

The TA announced the Budget Committee Public Hearing has been postponed to February 6<sup>th</sup> at 7:00 PM at the Library.

The BOS set a date for their second February meeting. The BOS set the date for February 18<sup>th</sup> at 9:00 AM at the Community Room.

**Chair Jarvis made a motion to take a 5 minute recess. Selectman Swenson seconded the motion. The vote was unanimous.**

The BOS recessed at 9:50 PM.

The BOS returned at 10:00 PM.

BOS scheduled the Special Warrant Article Public Hearing and the Town Warrant call-in or reading of the Warrant Article with a brief narrative as to what the articles are for February 19<sup>th</sup> at 7:00 PM with a snow date of February 24<sup>th</sup> at 7:00 PM.

The BOS received a letter from the Library Trustees updating the BOS of the need for repair to the clapboards and trim of the building. Chair Jarvis said she would recommend the building inspector look at the building and give his recommendations.

The BOS reviewed and edited the Warrant Article. The formal vote on the Warrant Article will be at their next meeting.

Chair Jarvis stated she added a couple more things to the list of goals Selectman Swenson had handed out at the last meeting.

The BOS postponed the hiring of a minute taker until the February 6<sup>th</sup> meeting.

The BOS has made changes to the hiring and promotional policy and need to resign them. Also the Personnel Manual needs to be resigned.

Board of Selectmen Public Meeting  
February 3, 2014  
DRAFT

The BOS discussed the Fire Chief Re-appointment after it was added to the agenda by Selectman Kratovil. Selectman Kratovil stated the performance evaluation has been completed.

**Selectman Kratovil made a motion to re-appoint Fire Chief Peter Varney for another three years. Selectman Swenson seconded the motion for discussion.**

Selectman Swenson stated going back over the actions or inactions of prior years in 2012 the BOS chose not to re-appoint the Fire Chief. Chair Jarvis stated that the Chair at the time felt there was no need to do anything. He was satisfied with keeping the Chief as an at-will employee in a holdover status. In February of 2013 Selectman Kratovil made a motion to either re-appoint or hire a new fire chief. No hiring was done as a result of that process. **The vote was 1 in favor (Kratovil) and 2 opposed (Swenson, Jarvis). The motion failed.** Selectman Kratovil stated that by allowing the Fire Chief to maintain his position allows the BOS to say they do not have the confidence in him to reappoint him but take advantage of him being responsible for the property and lives under his command. Selectman Swenson said he disagreed with that. He felt it was in the best interest of the Town to move in a different direction in this area. He would like to move the Fire Department in a more positive direction. He does not want the holdover status to continue. The Town needs to look at different leadership. Selectman Kratovil asked if he was suggesting a new hiring board. Selectman Swenson said he believed the Town should get new leadership while the transition process is ongoing. Chair Jarvis asked if Selectman Swenson was recommending the Town hire an Interim Fire Chief. He said he would be in favor of such a motion.

**Chair Jarvis made a motion that the Town of New Durham hire an Interim Fire Chief with specific goals and objectives to be developed for a period not to exceed 18 months. Selectman Swenson seconded the motion for amendment.**

**Selectman Swenson made a motion to amend the motion to a period not to exceed 6 mos. Chair Jarvis seconded the amendment for discussion.** Chair Jarvis stated she did not feel 6 months would be long enough to establish specific goals and objectives. Selectman Swenson said he felt it would not be fair for an Interim Fire Chief to help establish goals and objectives and then be replaced by a new Fire Chief. Selectman Kratovil asked if this was a disciplinary measure. Selectman Swenson stated it is not. He feels it is in the best interest of the Town to move in a different direction. Selectman Kratovil asked if the members wanted to postpone this decision until the new Selectman is on the board. Selectman Swenson did not believe the new Selectman should have to deal with this issue and that it has gone on long enough. Selectman Kratovil asked if this should be seen as a termination of the current Chief. Selectman Swenson said depending of the outcome of the vote it should be immediate. Selectman Kratovil asked if there was some way the Town could recognize and thank the current Fire Chief for his service at the Town Meeting. Selectman Swenson said Chief Varney should be thanked for his service. **The vote was 2 in favor (Swenson, Jarvis) and 1 opposed (Kratovil to the amendment to the motion).**

Discussion on the amended motion ensued. Selectman Kratovil asked what time frame they were looking at for posting for an Interim Fire Chief. Selectman Swenson said it

should be done as soon as possible. **The vote was 2 in favor (Swenson, Jarvis) and 1 opposed (Kratovil) to the amended motion.**

Selectman Swenson said the effective date should be immediate. Selectman Kratovil asked if it would be possible to meet with the Chief in private and thank him for his service. Chair Jarvis agreed it should be immediate and stated that Captain Stuart should be in charge until an Interim Fire Chief can be appointed. Chair Jarvis said that she had been through the loss of a fire chief under this type of situation and records have been destroyed. Chair Jarvis suggested the records be secured immediately and Selectman Swenson added that measures should be taken to protect Town assets. The TA left the meeting to secure the records. Chair Jarvis said she will make a list of people to be notified that Capt. Stuart is now in charge. The TA will make courtesy calls to Strafford dispatch and surrounding communities regarding mutual aid. Selectman Swenson said this is to be done professionally with the utmost respect for the current Chief who has served the Town over a period of time and he has done some very good things for the Town but the transition is important to the Town. Chair concurred. Selectman Kratovil said he would like to say to Chief Peter Varney and his family that he appreciates the Chief's service and that the Chief came to a lot of resolutions to issues that have come up and he has the utmost respect for the Chief. Selectman Kratovil stated he is sorry that he personally could not do more.

#### **New Business**

The Town has received three bids for the 2015 relist/remeasure. Chair Jarvis suggested the Town assessor look over the bids and make recommendations. The BOS members will review and get all of their questions to the TA by February 14<sup>th</sup> to be forwarded to the assessor. The Board will be inviting the assessor to their February 18<sup>th</sup> meeting. Selectman Kratovil read of the bids. Vision quoted \$85,000, KRT quoted \$111,000, and CCAG quoted \$160,000. Selectman Swenson stated the contract must have a clause that the revaluation is subject to and must have DRA approval of the results.

The annual rate change form from Comstar was reviewed by the Fire Chief and he has recommended no change to the rates. New Durham is undercharging compared to surrounding towns. She feels more research is necessary. Chair Jarvis said the Town needs a write-off policy.

**Chair Jarvis made a motion that the Town of New Durham Fire Department ambulance 2014 rates will be the same as 2013.** After a brief discussion, Chair Jarvis withdrew the motion.

**Selectman Swenson made a motion to hold the rates for ambulance service to the current rates until the opportunity for further review. Chair Jarvis seconded the motion. The vote was unanimous.**

**Selectman Kratovil made a motion to authorize the Chairman of the Board to sign the document. Selectman Swenson seconded the motion. The vote was unanimous.**

A grant has been received by the Milfoil Committee.

Board of Selectmen Public Meeting  
February 3, 2014  
DRAFT

**Chair Jarvis made a motion to accept the total herbicide treatment grant and the total diver assisted suctioning harvesting grant. The total amount of the herbicide grant is \$4,592 and the total amount of the diver assisted grant is \$2,688 and to authorize the Chairman of the Board to sign. Selectman Swenson seconded the motion.** Discussion: Selectman Kratovil stated that in respect to the residents that are adamant to having this treatment done he will vote in the affirmative even though traditionally he is not in favor of it. **The vote was unanimous.**

The auditors are coming on February 24<sup>th</sup>. The BOS reviewed a letter listing the services Plodzik & Sanderson Professional Association of Accountants will be providing to the Town of New Durham. Selectman Kratovil recommended attaching a binder that would require Plodzik & Sanderson to notify the BOS if the amount is to exceed 10% or \$1,425. Chair Jarvis stated that in her experience the only time they go over is because there is an issue that required additional time. TA Bourgeois said the document already states they will not go over without the BOS approval.

**Selectman Kratovil made a motion to accept the letter of understanding dated January 21<sup>st</sup>, 2014 from Plodzik & Sanderson Professional Association of Accountants to auditors to provide audit services for rendered services for a total between \$11,250 and \$14,250 for the fiscal year ending December 31<sup>st</sup> 2013. Selectman Swenson seconded the motion. The vote was unanimous.**

**Selectman Swenson made a motion to authorize the Chairman of the Board sign the letter. Selectman Kratovil seconded the motion. The vote was unanimous.**

The BOS postponed the review of minutes until there next meeting.

The TA has been researching the cost of printing the Town Report. There is an estimate of \$3,493. However the exact cost will not be known until the first draft is submitted.

**Chair Jarvis made a motion to authorize the Town Administrator to sign a purchase order for the printing of the 2014 Town Report not to exceed \$4,000. Selectman Swenson seconded the motion.** Selectman Kratovil asked if that included color photos. The TA said the extra \$500 in the budget should cover the cost for color photos to be included. **The vote was unanimous.**

**Selectman Swenson made a motion to adjourn. Chair Jarvis seconded the motion. The vote was unanimous.**

The meeting was adjourned at 11:15 PM

*Respectfully Submitted*  
Laura Zuzgo



Board of Selectmen Public Meeting

February 3, 2014

DRAFT

A video recording of this meeting is on file with the Office of the Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-4:4, or for a minimum of 24 months.