

Board of Selectmen Public Meeting  
February 18, 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 18, 2014**

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**Present:**

Chairman Theresa Jarvis  
David Swenson, Selectman  
Jeffrey Kratovil, Selectman

**Also Present:**

Jeremy Bourgeois, Town Administrator  
Catherine Orlowicz, Office Manager  
Rudolph Rosiello, IT Committee  
Dot Viesel, Citizen  
Lisa Roberts, Citizen

Michael Clarke, Road Agent  
Kevin MacCaffrie, Fire Chief  
Carole Ingham, Town Clerk  
Ann Ruel, Citizen  
Jim Ladd, Videographer

The meeting was called to order by Chair Terry Jarvis at 9:07 AM.

**Appointments/Announcements**

The Selectmen's Annual Report was reviewed by the BOS. Some small number changes were made to the tax rate chart on page 1, both for the education rate and the percent of the total tax rate.

**Chair Jarvis made a motion to approve the changes made at the February 18<sup>th</sup>, 2014 BOS meeting in regards to education rate and percentages. Selectman Swenson seconded the motion.** Discussion: Selectman Swenson question other changes. After further review additional edits were made. **The vote was unanimous.**

**Warrant Articles:**

**Selectman Kratovil made a motion to accept Article 4 as read. Chair Jarvis seconded the motion.** Discussion: Chair Jarvis noted there is a \$5,000 difference between the Budget Committee amount and the BOS amount. **The vote was unanimous.**

**Chair Jarvis made a motion to accept Article 5 as read. Selectman Swenson seconded the motion.** Discussion: Selectman Kratovil asked if it was necessary to place this as a warrant article as the voters already approved the CRF at Town Meeting. The TA will check into it. **The vote was unanimous.**

**Selectman Swenson made a motion to accept Article 6 as read. Selectman Kratovil seconded the motion. The vote was unanimous.**

**Selectman Swenson made a motion to accept Article 7 as read. Selectman Kratovil seconded the motion. The vote was unanimous.**

**Selectman Swenson made a motion to accept Article 8 as read. Selectman Kratovil seconded the motion. The vote was unanimous.**

**Chair Jarvis made a motion to accept Article 9 as read. Selectman Kratovil seconded the motion for discussion.** Discussion: Selectman Kratovil said he would recommend getting community feedback on whether or not the citizens support the Boodey House Restoration. **The vote was unanimous.**

**Chair Jarvis made a motion to accept Article 10 as read. Selectman Swenson seconded the motion.** Selectman Kratovil asked if the \$12,250 for computer systems and office equipment was strictly for maintenance or for hardware. Chair Jarvis stated the goal is to use the money for a preventative maintenance contract but if there are other issues the Board would have the option to re-evaluate the article. **The vote was unanimous.**

**Chair Jarvis made a motion to remove Article 11 regarding acceptance of donated property. Selectman Swenson seconded the motion with the inclusion based on prior town meeting action of March 11, 1998. The vote was unanimous.**

The BOS is recommending all the Articles with the exception of removing Article 11, donated property, with no recommendation on Article 12 which was a resolution by petition.

**Emergency Management Grant:**

The Town has received a grant for the purchase of a generator for the Tash Road complex in case of an emergency. A proposal was submitted to NH Homeland Security and Emergency Management. The Town has received a grant equal to 50% of the cost of the purchase, the installation, cement, wiring, etc. in the amount of \$19,680. The matching funds are available and have been encumbered from FEMA funds.

**Chair Jarvis made a motion the New Durham BOS is accepting the EMPG grant agreement terms as presented. The grant is for the Highway Department/EOC back up generator project for the total project cost of \$39,360 and the amount of \$19,680 is the Town's local match of 50%. Selectman Kratovil seconded the motion. The vote was unanimous.**

The BOS signed, dated and initialed the grant paperwork. Town Clerk Carole Ingham notarized the paperwork.

**Public Input:**

Dorothy Viesel announced there will be a Meet the Candidate night on Tuesday, February 25<sup>th</sup> in the library at 7:00 PM.

**Department Heads:**

The Interim Fire Chief presented a report to the BOS. Chief MacCaffrie stated he has been meeting with members of the department. He has been reviewing and organizing the personnel training files. The department has received two new applications and has had the return to active status of one member. The projects the department has been working on are inventory, organized the equipment room, removed broken and obsolete equipment for disposal, removed scrap material, used some of the scrap material to build training props, and demo for the new office space. He stated they are also working on updating computer incident reports and started a needs assessment of equipment and apparatus. Selectman Swenson gave the other members and the Chief a not yet approved by the Board of Selectmen a list of goals and objectives to review. Selectman Kratovil said he would like to see a personnel hour's assessment. Chair Jarvis asked if the Chief had access to any ambulance payment write off policies. Chief MacCaffrie said yes he did and he will work on a draft policy for the Town. Selectman Kratovil stated he has had many residents voice their concerns about a lack of services. He asked if the other members of the Board believed they put enough thought into it before making the decision to not re-appoint Peter Varney as the Fire Chief. Selectman Swenson and Chair Jarvis stated the matter had been addressed. Selectman Kratovil said the BOS should look at the runs and note if there are any deficiencies. The Chief stated all calls have been responded to. Selectman Swenson stated the transition was not an easy one and it was done with a substantial amount of thought and a desire to make New Durham responsive to the needs to serve the community in a way that the BOS thought would be a positive. Dorothy Viesel welcomed Chief MacCaffrie to the Town.

### **Town Treasurer**

The TA said he is working with the financial Officer to write a job description and would like to post the position as soon as possible. During the transition the Town will rely on the Deputy Treasurer and perhaps ask the current Treasurer to stay on a couple extra weeks. The TA will have a draft for the BOS and will post the position following the necessary internal posting period per town policy.

### **TA Report**

The TA has received a resignation from Cathy Orlowicz, the Highway Department Office Manager, with an effective date of March 5<sup>th</sup>, 2014. RA Clarke said he would like to thank Cathy for all the work she has done for the Highway Department, Solid Waste Facility, and the Town Mechanic. Chair Jarvis added her thanks and said Cathy will be missed. She wished Cathy all the best in her new position. Selectman Swenson said he also would add his thanks for all she has done for the Town. RA Clarke said he would also like permission from the BOS to advertise for a PT person to replace the PT Seasonal worker that left in December. Selectman Kratovil said this would be a good time for a needs study before advertising for either position. Chair Jarvis stated she would be in favor of posting for both positions.

**Selectman Swenson made a motion to authorize the Town Administrator to work with Cathy Orlowicz to develop a job description while concurrently developing a job posting. Chair Jarvis seconded for discussion.** Discussion: Chair Jarvis asked if the TA had to get approval from the BOS before posting. **Chair Jarvis made a motion**

**to amend the motion to include that the posting once developed will be posted immediately in accordance with the Town Hiring Policy. Selectman Swenson seconded the motion. The vote on the amendment to the motion was 2 in favor (Jarvis, Swenson) and 1 opposed (Kratovil). The vote on the amended motion was 2 in favor (Jarvis, Swenson) and 1 opposed (Kratovil)**

**Selectman Swenson made a motion to allow the Road Agent to post and hire for a PT seasonal position. Chair Jarvis seconded the motion.** Selectman Kratovil asked if this was to replace the previous temp position. It was explained that it is to replace the PT Seasonal worker who left in December. Selectman Kratovil asked how much the hourly wage would be. RA Clarke said it would be \$12.50 an hour. The RA also stated he will be coming to the BOS for an extension of time for the seasonal PT worker. **The vote was unanimous.**

The TA reported the first floor meeting room floors have been sanded and finished. Dorothy Viesel said she had a request from the CKC to place the copy machine in a different location.

#### **Draft IT Policy:**

Chair Jarvis stated she has been doing some edits to the policy and would like to go over them with Rudy Rosiello, Chairman of the IT Committee. Her concern is that it is lengthy and she is afraid some employees may not read the complete document. The BOS agreed to provide edits and questions to the Chairman of the Committee by the March 3<sup>rd</sup>, 2014 business meeting. Selectman Kratovil stated he had a problem with the IT Committee writing the policy. He said he had an ethical problem with the Chairman of the IT Committee. Chair Jarvis said point of order the policy is being written by the entire IT Committee. Selectman Swenson said the policy is to be reviewed and comments submitted by the March 3<sup>rd</sup> meeting and if there are any issues that will be the opportunity to have them addressed. He also stated that if there is an ethical issue it should be taken to the Ethics Committee.

The BOS discussed the possibility of a short term letter of intent for assistance maintenance for the computers and software. Selectman Swenson said he felt it would be a good idea to develop an agreement but there is still no set transition date. The TA will look at the issue and come back to the BOS with recommendations.

Chair Jarvis, TA Bourgeois met with the Library Trustees. The Library would like to be included in the IT plans. The Trustees would like to have the costs associated with the Library identified for budgeting purposes.

#### **Library Painting and Repair:**

Chair Jarvis stated the Building Inspector has looked at the Library and recommends the Library exterior be painted and stained. He also noted there are several clapboards that may need to be replaced. He has offered to write up an RFP.

**Chair Jarvis made a motion to authorize the Building Inspector to write an RFP for the staining and painting and repairing damaged clapboards with the hope he would have the RFP to the BOS by the second business meeting in March to go out**

**to bid for a spring repair job. Selectman Kratovil seconded the motion. The vote was unanimous.**

**Policy Changes:**

The TA provided copies of the Hiring and Personnel Manual with the changes previously approved by the majority of the BOS to be signed. Chair Jarvis signed the policy.

**Assessing Revaluation:**

The Town received three bids for the assessing revaluation Vision, Cross Country, and KRT. Selectman Swenson said he pulled 18 key points out of the RFP and then rated them with a raw score and then made a weighing determination and scored each of the three bids to determine how they met with the RFP. Selectman Swenson distributed to the other Selectmen a scoring matrix that he developed. He stated that Vision scored the highest. Chair Jarvis said she reviewed the bids and sent questions to the Assessor. The Assessor responded to her questions. She felt Vision is the best choice but still has some questions. She also noted that Vickie Blackden, Assessing Clerk, had some concerns. Selectman Kratovil stated he was in favor of Vision because of cost. There are still some concerns that need to be addressed.

**New Business:**

The BOS will meet on February 24, at 9:00 AM to discuss merit raises. They will also discuss the revaluation bids.

The public hearing for the SB2 Petition Warrant Article and Warrant reading will be on February 19<sup>th</sup> at the Library.

Chief Bernier has asked the BOS to sign the Equitable Sharing Agreement and Certification document.

**Selectman Swenson made a motion to authorize the Chair to sign on the behalf of the Town of New Durham that there has been no issues relative to the statement as read. Selectman Kratovil seconded the motion. The vote was unanimous.**

Selectman Kratovil asked if the other members wanted to postpone any discussion on the goals of the BOS for the year until the new member joins the Board. The BOS decided to postpone the discussion until the new member has joined the Board.

The BOS postponed approval of the minutes and the non-public session until the February 24<sup>th</sup> meeting.

The next business meeting of the BOS will be on March 13<sup>th</sup>, 2014.

Selectman Kratovil suggested putting the Pledge of Allegiance at the beginning of the BOS meetings again. He also suggested that at the end of the meeting, thanking the viewers for tuning in.

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

The meeting was adjourned at 11:38 AM.

*Respectfully Submitted*  
*Laura Zuzgo*

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.