

**NEW DURHAM BOARD OF SELECTMEN**  
**Public Meeting**  
**New Durham Town Hall**  
**Monday, April 7, 2014, 6:00 p.m.**

*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. The draft will be posted on the website as a draft copy for public informational use only.*

**Present:**

Chairman David Swenson  
David Bickford  
Theresa Jarvis

**Also Present:**

Jeremy Bourgeois, Town Administrator  
Jennifer Riel, Minute Taker  
Jim Ladd, Videographer  
Carole Ingham, Town Clerk/Tax Collector  
Mike Clark, Road Agent  
Arthur Capello, Building Inspector/Code Enforcement  
Jeffrey Kratovil, Resident  
Sabrina Kratovil, Resident  
Peter Kratovil, Resident  
Bob Kroepel, Resident  
Tony Bonanno, Resident  
Elizabeth Cantrall, Resident

Chairman David Swenson called the meeting to order at 6:04p.m.

Chair Swenson made a motion to enter into non-public session, pursuant to RSA 91-A: 3 (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 & (c)- Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Selectperson Jarvis. Roll Call Vote: Chair Swenson-Aye, Selectperson Jarvis-Aye.

Chair Swenson made a motion to leave nonpublic session at 6:59p.m. Seconded by Selectperson Jarvis. The motion passed unanimously, 2-0.

The public session was resumed at 7:01p.m. and Selectman Bickford joined the meeting. Chair Swenson stated that the Board was returning from non-public session for which the

*New Durham Board of Selectman Meeting*

*April 7, 2014*

***DRAFT***

purpose was to interview candidates for two positions, one for the Highway Department office manager and one for the part-time seasonal employee with the Highway Department. Chair Swenson stated the BOS voted to make conditional offers of employment to the candidates for both positions with start dates of April 21, 2014.

**Agenda Review**

Selectman Bickford stated he wanted to add review of the appointment policy under New Business, and wants to be sure to discuss the document outlining questions directed to the BOS submitted by Mr. Kratovil. Chair Swenson stated that would be addressed at the end of the agenda.

Selectman Bickford stated he also wants to add discussion about staffing and the Welfare Report. Chair Swenson there are three things that were discussed previously that were to be addressed at this meeting however these are not on the agenda at this time including the Welfare Guidelines, an IT RFP and IT Policies, and will not be discussed at this meeting.

**Public Input**

Bob Kroepel, resident, asked if the Town of New Durham received a letter from Paul Monziona, Esq. dated February 27, 2014 and sent to Town Attorney Barton Maher, Esq. Mr. Kroepel stated the letter was intended to inform the Town that a lawsuit was being prepared and would be filed if Chief Varney were not re-instated. TA Bourgeois acknowledged that a letter was received. Mr. Kroepel asked if the letter was made public and then asked why it was not made public. TA Bourgeois replied that since it is in regards to threatened litigation it is protected under RSA 91:A, and Selectman Jarvis confirmed. TA Bourgeois stated that the public has a right to know certain things but not everything. Chair Swenson explained that consistent with RSA 91, what is or is not made public is under the guidance from Town Counsel and stated that anything that should be made public would be made public. Mr. Kroepel asked if the Town has been served notice of a lawsuit. TA Bourgeois stated that it had but was unsure of the exact date. Mr. Kroepel asked if a “gag order” was issued by TA Bourgeois on Sunday, February 23<sup>rd</sup>. Chair Swenson stated that no “gag order”, as Mr. Kroepel called it, was issued. Chair Swenson stated again, that the BOS and TA are acting under the guidance of Town Counsel relative to what would be appropriate for employees of the Town in any lawsuit, regardless of who it is and that anything that was stated was done so under the guidance of Town Counsel. Mr. Kroepel asked Selectman Bickford what he knows. Selectman Bickford replied that he only knows the information that he saw on a website. He stated that it was in regards to Town employees not discussing a lawsuit or a threatened lawsuit while at work, but clarified that he has not received information from Town Counsel since a letter regarding a threatened lawsuit, a while ago. Chair Swenson clarified that a copy of what TA Bourgeois sent to Town Employees is available on the website and is publicly available and a copy of the email can be obtained from TA Bourgeois.

Mr. Kroepel asked if the BOS intends to fight, which would mean to allow the lawsuit to go forward and engage the Town Attorney, or to reinstate the former Fire Chief and therefore avoid additional expenses relative to the lawsuit. Chair Swenson stated that no decision has been made at this time, and the BOS is not prepared to give an answer at this

*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

time. Mr. Kroepel stated that it is his understanding from the RSAs, that if the former Fire Chief is ok with a public session regarding his performance, it is to be allowed, and asked why he was terminated. Chair Swenson clarified that the former Fire Chief was not fired or terminated, it was actually a non-reappointed from 2012.

Chair Swenson stated that for the purposes of moving forward with the agenda, public input is usually limited to 15 minutes but it has already been almost 20 minutes and asked if there is any additional public input at this time. Chair Swenson stated that public input would be opened up at the end of the meeting.

Jeffrey Kratovil, resident, distributed copies of a 5-page letter, in which he outlined topics for discussion to the BOS and asked that TA Bourgeois make copies available to anyone who is interested. Mr. Kratovil asked that TA Bourgeois get back to him in response to his questions. Mr. Kratovil stated his first topic is the 1-year review of TA Bourgeois and stated that it has been 18-months since he first brought up discussion of TA Bourgeois' 1-year review and said that he feels to stay with TA Bourgeois is not the way the Town should be going. Mr. Kratovil stated that two department heads have expressed an interest in parting ways with MRI. Mr. Kratovil stated that the second item is that he is concerned with the direction the BOS is going in regarding tactics and goals and he thinks that the BOS should go more in the direction of the basic "meat and potatoes" of municipal governments, specifically, a concern of his is that the BOS has been dragging its feet on the re-measure/relist and approving a bidder. Chair Swenson stated that is already on the agenda. Mr. Kratovil stated that his third item is regarding a motion to have the weekly manifest signed during public meeting, which failed during his duration on the BOS. Selectman Jarvis clarified that he is asking the BOS to have a weekly meeting to sign the manifest. Mr. Kratovil clarified that if the BOS does not sign in front of the public, to at least explain the amounts. Chair Swenson stated that all that information is very transparent and readily available to the public. Selectman Jarvis stated that at one time she did announce the amounts of all the manifests, both regular payments and personnel, but people asked her to stop, as it was a waste of time, and to just get on with the meetings.

Chair Swenson stated that for purposes of expediency and relative to the agenda, the time for public input is over and asked for Mr. Kratovil to finish up.

Mr. Kratovil stated his other points include 4: Legal Expenses; 5: Update on the 2006 Crown Victoria; 6: Vice Chair of the BOS; 7: the Equipment Mechanic; 8: Computers; 9: regarding the hiring of a Highway Department office manager, he stated that a decision had been made in January that the office manager for the Police Department had her hours cut and proposed that rather than dropping her hours from 40 down to 32, to allow her to apply her skills to the Highway Department; 10: he stated that the BOS agreed to have Lt. Mark Behr act as a liaison between the Fire Department and the Equipment Mechanic; 11: Archiving Parks and Recreation meeting.

Chair Swenson stated that the time is over for public input but there will be time for additional public input at the end of the meeting.

*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

**Town Administrator's Report**

TA Bourgeois reported that regarding the IT Conversion, wiring is going to be done tomorrow at the Town Hall to move from the new finance office to the new computer room in the back. The equipment swap and moving is scheduled for Saturday. At that point the equipment side of things will be almost complete.

TA Bourgeois stated that the Town Hall Renovations are getting pretty close to complete, just some painting and a new window in the front door are left to be done. The plumbing is complete and the construction company has been paid.

TA Bourgeois stated that he attended the recent welfare meeting in Sanbornton and that it was informative. He stated that the general consensus by those in attendance was that the laws have been in place for a while now and there is not much that can be done. Selectman Bickford asked if there was any discussion about the Municipal Association going further with the issue. TA Bourgeois stated that they said the Welfare Association would need to get behind it.

**Old Business**

**Ambulance Write-off Policy**

Chair Swenson stated that an updated draft policy was distributed and asked for discussion. Selectman Bickford suggested removing the word "personal" when referring to a letter from the Town requesting payment. Selectman Jarvis proposed rewording it to say "a letter from the Town." Selectman Bickford stated he is concerned about the guideline of any balances under \$100 being written off. He doesn't think that is a good thing to put out there. Chair Swenson proposed rewording it to "*the Town will continue the disposition process until a write-off determination has been made.*"

**Selectman Jarvis made a motion to accept the Ambulance Write-Off Policy, dated April 7, 2014, as amended at this meeting. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

**Funds Transfer / Deposit Authority**

Chair Swenson stated that Carole Ingham, Town Clerk, had made many changes to the policy since the last draft and asked for discussion and suggestions. Selectman Bickford stated he doesn't know what the RSA says regarding where deposits can be made and asked if this is something that needs to be done early in the year, and stated that he would like to have TA Bourgeois research it more. Selectman Jarvis stated that she agrees in reviewing it further, as long as it is reviewed and updated in a timely fashion. Chair Swenson asked TA Bourgeois to follow up with Ms. Ingham, and it would be an agenda item at the next regularly scheduled meeting in order to address Selectman Bickford's concern with "TD Bank" being used in each instance.

**Finalize 2014 Town Appointments**

Chair Swenson stated the appointments were reviewed at the last meeting and pursuant to the two-week vetting process, the names were ready for review. Selectman Bickford

*New Durham Board of Selectman Meeting*

*April 7, 2014*

***DRAFT***

stated that he wants to approve the names individually rather than as a whole. Selectman Jarvis stated that the Milfoil Committee had one more person than they were authorized to appoint but they did not hear back from one.

Arthur Capello, Building Inspector/Code Enforcement Officer/Health Officer –  
**Selectman Bickford made a motion to approve the appointment. Selectman Jarvis seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

*Ethics Committee*

Ellen Phillips – **Selectman Jarvis made a motion to approve the appointment. Chair Swenson seconded the motion. The vote was 2 in favor (Swenson, Jarvis) 1 opposed (Bickford). Motion passed.**

*Zoning Board of Adjustment (1 year term)*

Larry Prelli – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Joan Swenson – Chair Swenson stated that he would excuse himself from this motion.  
**Selectman Jarvis made a motion to approve the appointment.** Selectman Bickford stated that he would not approve until he receives more information regarding his concerns about misleading information. **Motion failed.**

David Shagoury – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

*Conservation Commission*

Ron Gehl – **Selectman Bickford made a motion to approve the appointment. Selectman Jarvis seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

*Historian*

Cheryl Cullimore, Assistant Town Historian – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor.**

Cathy Orlowicz, Town Historian – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

*Milfoil Committee (3 year term)*

Cynthia Quimby – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Fred Quimby – **Selectman Bickford made a motion to approve the appointment. Selectman Jarvis seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

*New Durham Board of Selectman Meeting*

*April 7, 2014*

***DRAFT***

Aline Goss – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Tom Rogenski – **Selectman Jarvis made a motion to approve the appointment. Chair Swenson seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Arthur Hoover – **Selectman Jarvis made a motion to approve the appointment. Chair Swenson seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

William Meyer – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Susan Hoover – **Selectman Jarvis made a motion to approve the appointment. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

**Library RFP- Exterior Paint/Repair**

Selectman Bickford stated that he looked at the building and does not feel the painting needs to be done. It was done 4 years ago and \$5,050.00 was spent, it was done well and does not need to be done again. Selectman Jarvis agreed that she too was surprised to find out that it was done only 4 years ago. She stated that the request was brought before the BOS by the Board of Trustees and under the recommendation of the Building Inspector. Selectman Jarvis asked if there are some spot areas that could just be repaired. Chair Swenson stated that the Building Inspector/Code Enforcement Officer was asked to look at it and asked TA Bourgeois what his comments were. TA Bourgeois confirmed that it was the Building Inspector's recommendation to go forward. Chair Swenson asked TA Bourgeois to go back to the Building Inspector/Code Enforcement and ask him to make a recommendation relative to the whole thing, and to clarify if there are spots that can be repaired or whether it requires painting the whole building.

**Solid Waste State Inspection Update**

TA Bourgeois stated that almost everything on the list is complete, and the State is aware of what is not complete. The Closure Plan still needs some work before it is sent to DES, and a draft should be completed by the end of the week. Selectman Bickford and Selectman Jarvis asked for time to review and comment on the policy at the next meeting. TA Bourgeois stated that it was being compiled from various sources and off of examples from other towns. Chair Swenson stated that a review of the policy would be placed on the agenda for the next regularly scheduled BOS meeting.

**Merit Increases**

The results of previous discussions regarding merit increases were distributed to the BOS. **Chair Swenson made a motion to approve the Merit Increases effective**

**DRAFT**

**retroactively to March 31, 2014 (the beginning of a pay period.) Selectman Jarvis seconded the motion.** Discussion: Selectman Bickford stated that he would vote against, as he does not feel he is in agreement with them. **The vote was 2 in favor, (Swenson, Jarvis) and 1 opposed (Bickford). Motion passed.**

**New Business**

**2014 MRI Contract**

**Chair Swenson made a motion that the BOS accept the MRI Professional Services Agreement, effective April 1, 2014, and subject to the agreement terms that have been described in the document. Selectman Jarvis seconded the motion for discussion.** Selectman Jarvis stated that she would like to add one condition, that the Town Administrator's evaluation that was promised a while back, be started immediately and that the draft evaluation be started no later than May 1 and completed no later than May 31, 2014. This will be added as point #17.

Mr. Kroepel asked what is the annual cost of the MRI contract. Chair Swenson replied that it is \$6,630.00 per month, and includes not only the Town Administrator but includes time from MRI with the various resources that they offer. **Selectman Jarvis made a motion to approve the revised MRI contract for the period of April 1, 2014 through December 31, 2014 and authorize the Chair to sign with the added item of #17 (Town Administrator's Evaluation will be started no later than May 1 and the draft evaluation be completed no later than May 31, 2014.) Chair Swenson seconded the motion.** Discussion: Selectman Bickford asked about the vacation policy for the Town Administrator. Selectman Jarvis stated that he is an employee of MRI and is covered under MRI's policy for vacation time. Selectman Bickford stated his concern is coverage for when the Town Administrator is on vacation and Selectman Jarvis replied that someone from MRI is always available and she has been able to contact them at any time.

Selectman Bickford asked for clarification on the statements made by Shawn Bernier and Mike Clark about not wanting to continue with MRI. Road Agent Mike Clark replied that the statement was made before the BOS in the past and he has made the statement twice. Mr. Clark stated that he thought it was time that the Town hires its own Town Administrator and not to pursue a contract with MRI and the Chief of Police agreed at the time. Mr. Clark stated his reasoning is that he feels the Town Administrator should be committed to working for the Town, and not to working for MRI.

Jeffrey Kratovil, stated that from his time spent working on the Budget Committee, he had a question as to the rationality of granting a 2% raise to MRI if the Town Administrator's evaluation had not been done and he feels it would not be justified. Chair Swenson replied that a 6-month evaluation was completed and stated that what the motion includes is a 1-year evaluation process.

*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

Mr. Kroepel stated that there is a request from a Department Head, asking that the contract with MRI be terminated and that the BOS use another process for locating officials, which are appointed positions and employees. Chair Swenson replied that the motion on the floor is to approve the agreement as stipulated. Mr. Clark agreed and clarified that the statement he made earlier was about having made the suggestion back in 2012 and 2013, but he is by no means making a motion at this BOS meeting. He was simply stating what he had said in the past. **The vote was 2 in favor, (Swenson, Jarvis) and 1 opposed (Bickford). Motion passed.**

**Highway Department Office Manager / Highway Department Part-Time Seasonal Position**

**Selectman Jarvis made a motion to make a conditional offer of employment to Steven Bren for the Light Equipment Truck Driver, seasonal, temporary worker at the salary of \$12.53 per hour, pending a criminal records check and all the pre-employment requirements with an anticipated start date of April 21, 2014. Chair Swenson seconded the motion.**

Discussion: Mike Clark, Road Agent, stated that he would like to clarify some information that was forwarded to the BOS by Mr. Kratovil this evening. Mr. Clark stated that Ms. Woods at the Police Department did not fill out an application and was not given an interview for this position. Mr. Clark stated that Mr. Kratovil created this position when he was a selectman along with the BOS at a time when a full time position was not replaced and filled. Mr. Clark stated that a member of the BOS instructed him at that point, that if he could justify it, they didn't care how many part timers he had on board, but they were not ready to fill a position and offer a benefits package. Mr. Clark stated that he feels they will run into the same situation that they did last year when the seasonal part timer was hired. Mr. Clark stated that he would like to hire the new employee through until November of next year but would really like to keep him on from April to April as part time seasonal help. Chair Swenson replied he would be prepared to make a motion for that shortly. Mr. Clark stated that he feels he has justified the full time position that has not been filled and asked the BOS to go over the information that he has given them over the last two to three years that justifies the position. Selectman Bickford stated that Tony Bonanno had been here to speak on this and gave him some information. Selectman Bickford stated that according to Mr. Bonanno, Gilmanton maintains 72 miles of road with 4 full time people and New Durham has 6 and wants to go to 7. Selectman Bickford feels that Tony Bonanno has provided the best information to him at this point as to what the Town's needs are, and he is going to have to vote no. Selectman Jarvis stated that she is in agreement to go through November 30. Chair Swenson stated that it would be done as a separate motion. **Chair Swenson made a motion that the seasonal part time position be extended until November 30, 2014. Selectman Jarvis seconded the motion.** Discussion: Mr. Clark addressed Selectman Bickford and asked him to state his reasoning in not voting to approve the part time position, as this seasonal part time position has nothing to do with Mr. Bonanno's figures. Selectman Bickford stated that he has no comment and stated that he doesn't want to just keep adding people until he sees some pushback and so far the best information he has received has been from Mr. Bonanno. Chair Swenson suggested that Mr. Clark provide information to all of the Board members so they have a baseline on which to take a look. Selectman Bickford stated that he is getting a lot of pressure to



*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

justify what they are doing and he is trying to get some pushback and maybe some proof of what he is saying. **The vote was 2 in favor, (Swenson, Jarvis) and 1 opposed (Bickford). Motion passed.**

**Public Hearing Date – Wetland Permit Fee Increase**

Chair Swenson asked for clarification from Carole Ingham, Town Clerk regarding the proposal to increase fees. Ms. Ingham stated that currently the applications are submitted via certified mail to the State and the costs of processing now exceed the amount collected. It was agreed to discuss this at the May 5, 2014 meeting.

**Parks and Recreation Raffle Permit**

**Selectman Bickford made a motion to approve the Raffle Permit by the Parks and Recreation department. Selectman Jarvis seconded the motion.** Selectman Bickford stated that for the purposes of public information, this is as soon as there is “ice out”. **All in favor. Motion passed, unanimously, 3-0.**

**2014 Warrant Article 11**

Chair Swenson stated that at the 2014 Town Meeting, Warrant Article 11 declared by a voice vote carry to send the letter from the Board of Selectman to a variety of individuals that were listed. TA Bourgeois developed a draft and it was reviewed. Chair Swenson suggested that the address be “To Whom It May Concern” as it needs to be sent to representatives, state legislators and the President of the United States. Chair Swenson stated that there are two ways to sign it, one with all BOS members signing and the other is to close with The New Durham Board of Selectman. Selectman Jarvis suggested that someone sign the letters. **Selectman Bickford made a motion that Selectman Bickford signs the letters that go out under Warrant Article 11 for the Board of Selectman. Selectman Jarvis seconded the motion.** Chair Swenson clarified that the letter needs to be mailed within 30 days from date of Town Meeting. **All in favor. Motion passed, unanimously, 3-0.**

**Cell Tower Bond Renewal – Amount of Bond**

Chair Swenson referenced the copy of a letter from ATC from 2001 that was distributed. Chair Swenson stated that a request for renewal has been presented to the Town and the question that was asked was if the amount that was requested for the removal bond, was still an appropriate amount. That amount stated is \$37,500. TA Bourgeois stated that he had spoken with a couple other communities and stated that this amount is in the ballpark of what others have for bond amounts. Carole Ingham confirmed that this is in regards to the cell tower located at 192 Ridge Road. **Selectman Bickford made a motion that based on the information reviewed, the BOS finds the amount of \$37,500 to be acceptable for the bond. Selectman Jarvis seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

**Budget Review**

A copy of the budget YTD was distributed. Chair Swenson stated that he reviewed this in preparation for the meeting and noted the line items where more than 25% of the annual budget had been expended to date. Chair Swenson explained that there are a few line

*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

items that much exceed 25% and he has gone over them with the Finance Officer earlier today and virtually all of them are one time annual fees/memberships with the exception of salt and fuel oil. All the other line items are in line with what would be expected for expenditures year-to-date.

Mr. Clark clarified that with the salt budget, of which there is 14% remaining, and the money he has left, he is on track to be within the budget of 2014, barring that November and December are not out of control and the situation is the same with the diesel fuel.

Selectman Bickford asked Town Clerk/Tax Collector Carole Ingham for revenue numbers. Ms. Ingram replied that she was not asked for that information before the meeting and is not prepared with any numbers at this time.

**Workshops/Conferences**

Chair Swenson stated that there is a Local Officials Workshop on April 14, 2014, and stated that himself and TA Bourgeois will attend the workshop.

Chair Swenson stated that the Primex Annual Conference is being held on April 21 and 22, 2014. Chair Swenson suggested that someone from the BOS attends. Chair Swenson stated that he is willing to attend as Selectman Jarvis attended last year and the cost will be \$165.00. Selectman Jarvis agreed that there are good sessions and it is a good opportunity to meet counterparts and do some networking. Selectman Jarvis suggested that Chair Swenson attend the conference. All in agreement.

**2015 Re-evaluation Proposals**

Chair Swenson stated copies of bids and comparisons had been distributed, reviewed and discussed at previous meetings, and asked if there is any further discussion on the proposals since receiving additional information regarding appeals. Selectman Jarvis stated that they all seem to be fairly consistent in the number of cases that actually get to court, which leads her back to the original spreadsheets and bids. Selectman Jarvis noted that a memo was sent by the Town Assessor, indicating the possibility of an appeal that would result in a specialist to be doing the assessing. He does not believe that any of these companies have the particular specialist that would be necessary in that event but all the paperwork has not been received from the companies. Chair Swenson stated that during the bid process, RFP and the meetings, it was described that the Town does have some unique situations including the lake, the ridge, golf course and some businesses, so as long as the BOS ensure that the contract is consistent with the information that was fully disclosed, then the responsibility to make sure those are properly assessed is addressed. **Selectman Bickford made a motion to award the contract to Vision Appraisal. Selectman Jarvis seconded the motion.** Discussion: Chair Swenson stated that he believes the basis for the decision was the matrix system that was used for scoring, which clearly had the major issues of condition and costs, and Vision Appraisal was the company that best addressed these specific issues. **All in favor. Motion passed, unanimously, 3-0.**

**BOS Goals**

*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

Chair Swenson stated that in follow-up to the discussion of March 24, 2014, he took the input from others and tried to incorporate them into a single listing. Chair Swenson asked if there was any additional input on the list. Selectman Jarvis suggested putting the items into priority as well as designating those that will be delegated to the Town Administrator and will be monitored by the BOS. Chair Swenson agreed. Chair Swenson stated that he felt there were too many points initially and he combined many of them and down-selected others. Items #9, 12, 14 and 15 were removed from the draft list of goals in the final draft. Selectman Bickford agreed with the changes. Selectman Jarvis stated that she wants to be sure that employee protection and security is incorporated in the goals. Chair Swenson stated that he feels that is something they should be doing regardless. Selectman Jarvis reiterated that she feels this is an immediate need at this time. Chair Swenson stated that just because something is not listed in the goals doesn't mean it can't be addressed or brought up at a meeting.

Chair Swenson suggested that the goals be assigned to have a lead accountability person on the Board to oversee ensuring that these goals are being followed up on. Selectman Jarvis stated that the previous BOS spent a quite a bit of time on the fund balance and there had been a draft that everyone agreed to with the exception of what the percentage would be. Selectman Jarvis stated that it was based on one from DRA and one from the auditing firm and she wants to ask Vicky whether it can legally be a guideline or if it needs to be a policy. Selectman Bickford suggested removing the 9% and rather establish a level that is consistent with any new State guidelines and formulas, as he doesn't want to be locked into a percentage. Chair Swenson replied that it wasn't so much the percentage as the goal as having a stated guideline for the reserve should be the goal. It was agreed to see what the auditors have to say, and whether a policy or guidelines need to be established. Selectman Bickford also has concerns regarding #5 as he understands it to mean that the budget book would be opened up. Chair Swenson and Selectman Jarvis stated that it is already public information. Chair Swenson clarified that improved communications has many different ways it can be accomplished. Selectman Jarvis stated that it needs to be assured what information can be put on the website. Selectman Jarvis stated that before approving, she would like to see where employee protection and security would go in the goals, and wants to see it specifically addressed. Mr. Clark asked if there is a policy for carrying weapons or a conceal and carry policy. The BOS confirmed that it is a Town policy but also confirmed that it is not posted at this time. Chair Swenson proposed adding goal #11, *Develop employee and asset security processes consistent with Town needs.* **Chair Swenson made a motion to establish the Goals that are described in the document that has been distributed, including 11 goals for Board of Selectmen for this year. Selectman Jarvis seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

**Appointment Policy**

Chair Swenson provided some background relative to Selectman Bickford's addition to the agenda regarding the appointment policy. Chair Swenson stated that the Planning Board is comprised of elected members and is responsible for nominating and approving alternative members. Chair Swenson stated that the question from the Planning Board is whether the Board is required to follow the Town guidelines relative to the vetting process and there is uncertainty. Since the question was asked, TA Bourgeois has

*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

researched the issue and it has been determined that it is up to the Planning Board whether they want to follow the Town guidelines or to establish their own.

**Workloads**

Selectman Bickford stated that he sees opportunities to shift workloads around. He has discussed this with TA Bourgeois specifically regarding Katie Woods in the Police Department. Selectman Bickford reiterated that her work was taken over a year ago by the Sheriffs Department and stated that he would like to see if there is some opportunity for consolidation amongst the departments. Selectman Bickford stated there is some work available at the Highway Department and wants the Town Administrator to work on identifying ways to consolidate workloads and bring his recommendations to the BOS.

**Public Input**

Chair Swenson opened the meeting for additional public input.

Mike Clark, Road Agent, stated that numerous times Mr. Bonanno's name has come up and he wants to clarify to the taxpayers of New Durham, that the information that he put into the Town Report was to outline the plans by Mr. Bonanno, which is a long-range plan to do away with the Highway Department and to have one road agent and two employees. Mr. Clark stated that currently, if the Town did not own the equipment, he would be on-board with privatizing the Highway Department. Mr. Clark stated that currently the Town maintains 126 miles of road, own 5 six-wheelers, 1 4x4 six-wheeler, and 2 one-tons along with his pickup. Mr. Clark states that if the Town goes with privatization, the level of services that the Town is used to is going to be cut in half. Mr. Clark stated that he knows the BOS and the Budget committee is going to be on-board with not replacing the vehicle that the Highway Department needs replaced soon, and will want to get private contractors, but he has been through that with Mr. Bonanno, and he has been saving the Town \$1200 a month compared to Mr. Bonanno's figures that were brought forward to the prior Board. Mr. Clark stated that he would like to see the figures that were given to Selectman Bickford tonight and he will give the BOS the figures he came up with when he met with Mr. Bonanno, as this is not the first time Mr. Bonanno has brought this forward. Mr. Clark clarified a major difference is that Mr. Bonanno's figures go from November to April, while Mr. Clark's figures go from January to December. Mr. Clark asked the BOS to think long and hard before replacing people and positions that have been created. Chair Swenson thanked Mr. Clark for his input and stated that when he looks at the information, he would never be willing to make a decision with such a long term affect without making sure to hear both sides and all the options involved. Chair Swenson asked Mr. Clark to continue to providing information to the BOS.

Elizabeth Cantrall, resident, stated that she would like the BOS to re-evaluate the Conceal and Carry Policy, she stated that the policy is not posted and thinks that it is a bad policy that needs to be changed. Chair Swenson asked TA Bourgeois to look up the policy and make sure to provide a copy to Ms. Cantrall and to post the policy as well. Selectman

*New Durham Board of Selectman Meeting*

*April 7, 2014*

**DRAFT**

Jarvis stated that it is a bold policy and suggested ensuring that state laws have not changed in authorization since the policy was created many years ago. Chair Swenson stated that discussion of the policy would be added to the agenda for the next meeting.

Chair Swenson asked Arthur Capello, Building Inspector, if he could shed some light on the Library RFP situation. Mr. Capello replied that there are spots that need to be scraped, painted and replaced but in his opinion the whole building should be done, as it will need it in a year or two. Mr. Capello stated that he would take another look and follow-up on the work that needs to be done.

Chair Swenson stated that part of the BOS Goals that were just approved, with credit to the Budget Committee, one of the goals is to establish better management to the various town assets, and asked Mr. Capello to keep that in mind as he takes a look at things now and in the future.

Carole Ingham, Town Clerk/Tax Collector, asked to revisit the Transfer Policy. Ms. Ingham responded to Selectman Bickford's questions regarding the use of TD Bank and explained why the changes to the policy were made and the changes in the wording. TD Bank has requested that the Town begin to use E-Business and the policy needs to be updated in order to do so, as well as expand the number of people who can make deposits, as the new system requires two people, one to post deposits/transfers and one to approve. **Selectman Bickford made a motion to accept the Funds Transfer document. Selectman Jarvis seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

**Highway Department Office Manager**

**Selectman Jarvis made a motion to make a conditional offer of employment to Jennifer Nadeau at \$13.75 per hour, with the usual pre-employment conditions, with an anticipated start date of April 21, 2014. Chair Swenson seconded the motion.** Discussion: Selectman Bickford stated that in regards to what he said previously about staffing, he is uncomfortable until he gets some answers as to how they can reconfigure workloads. **The vote was 2 in favor, (Swenson, Jarvis) and 1 opposed (Bickford). Motion passed.**

Selectman Bickford reviewed the document submitted by Mr. Kratovil and gave a summation of the points addressed which were briefly discussed: the pledge of allegiance being said at the beginning of each meeting; the difference between public input and citizens forum; food pantry and meat raffles; vice chair for the BOS; update on Town vehicle inspections which were due in March; problems with Fire Department Command vehicle failing to start; number of residents having problems watching BOS meetings via EZStream; Annual Report Committee; the Police Department soliciting donations from the school.

**Approval of Minutes**

*New Durham Board of Selectman Meeting*

*April 7, 2014*

***DRAFT***

Meeting of March 17, 2014 Non-Public Session: Edits were made to the draft. **Selectman Jarvis made a motion to approve the minutes as amended. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Meeting of March 17, 2014 Public Session: Edits were made to the draft. **Selectman Jarvis made a motion to approve the minutes as amended. Chair Swenson seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Meeting of March 21, 2014 Non-Public Session: Edits to the draft were made. **Selectman Jarvis made a motion to approve the minutes as amended. Chair Swenson seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

Meeting of March 24, 2014 Public Work Session: Edits were made to the draft. **Selectman Jarvis made a motion to approve the minutes as amended. Selectman Bickford seconded the motion. All in favor. Motion passed, unanimously, 3-0.**

**Adjourn**

**Selectman Jarvis made a motion to adjourn the meeting. All in favor. Motion passed, unanimously, 3-0. Meeting adjourned at 10:29p.m.**

Respectfully Submitted,

Jennifer Riel, *Minute Taker*