

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
February 25, 2015, 7:00 p.m.

Present:

Chair David Swenson
Selectman David Bickford
Selectman Theresa Jarvis

Also Present:

Jeremy Bourgeois, Town Administrator	David Stuart, Deputy Fire Chief
Corky Mork, Videographer	Elizabeth Cantrall, Resident/Reporter, <i>The Baysider</i>
Mike Clarke, Road Agent	Greg Anthes, Resident
Shawn Bernier, Police Chief	Rudy Rosiello, Resident
Cathy Orlowicz, Historian & Boodey House Chair	

Call to Order

Chair Swenson called the meeting to order at 6:35p.m.

Chair Swenson made a motion to move to 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 a public employee; (c)- matter 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; (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Selectman Jarvis seconded the motion. Motion passed, 3-0.

Roll Call: Selectman Jarvis – Aye; Selectman Bickford – Aye; Chair Swenson – Aye.

The meeting was recessed to non-public at 6:37p.m.

The public portion of the meeting resumed at 6:56p.m.

Chair Swenson stated that while in non-public the Board of Selectmen discussed under RSA 91-A: 3 II (a) compensation of a public employee and instructed Town Administrator Bourgeois to pursue the opportunity to fill a position that will be open for the Building Inspector/CEO/Health Officer. Town Administrator Bourgeois was asked to post the position as well as look into collaboration opportunities with other towns.

Appointments/Announcements

None.

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Public Input

Elizabeth Cantrall, resident, asked for clarification on the position discussed in non-public. Chair Swenson clarified the position for Code Enforcement Officer is going to be posted.

Agenda Review

Selectman Jarvis added under Old Business: Clock Repair; meeting to Review Department Head Evaluations.

Selectman Bickford added under Old Business: Contract Plowing; Parks and Recreation Commission Promotion.

Department Reports/Issues

Police/Highway Departments - Speed Limit Ordinance

Chair Swenson stated that at the last Board of Selectmen meeting they asked the Police Chief and Road Agent to review the speed limits in Town and provide recommendations.

Road Agent Clarke asked the reason this is being discussed and if there were complaints about the existing speed limits. Chair Swenson replied there are no complaints of which he is aware. There was an ordinance in 2003 but it has not been updated since that time.

Police Chief Bernier provided a list of all the posted speed limits within Town. Police Chief Bernier also provided a list of the roads that do not have posted limits and recommended speed limits for those roads.

Selectman Jarvis asked if there are any roads not listed. Police Chief Bernier and Road Agent Clarke replied there are none of which they are aware.

Chair Swenson stated that in summary, they are not looking to change any of the current speed limits, but they are looking to set ones that were not previously set. Police Chief Bernier stated any that are not posted, he recommends posting at 25 mph. Chair Swenson confirmed the main reason for that is based on road conditions. Police Chief Bernier stated most of the Town is zoned as agricultural and feels that with the possibility of animals (such as cows) being in the roadways, short sections of road being curved, etc., the listed roads not currently with posted speed limits should be 25 mph. Selectman Bickford stated he would like documentation for that rationale.

Selectman Jarvis suggested they have a public hearing to allow for input from the public. Chair Swenson stated this discussion was on the agenda and this was an opportunity if the public wanted input but he doesn't have a problem with an additional hearing.

Selectman Bickford stated he would like more time to take a look at the roads for himself. Selectman Bickford also suggested waiting until the new selectman comes on

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board. He stated he needs a couple weeks to get out and take a look at all the roads. It was agreed to postpone further action until the next Board of Selectmen meeting.

Rudy Rosiello, resident, asked Police Chief Bernier if the speed limits are based on weather, road and traffic conditions at the time. Police Chief Bernier confirmed that is correct.

Ms. Cantrall, stated as a resident of Chamberlin Way, they have complained to the Police Department a number of times but part of the issue is the road is used as a cut-through. She stated that with a speed limit of 25 mph, there are people who will exceed that and she is in favor of more enforcement of the speed limits.

Mr. Rosiello stated that enforcing the speed limits requires a proactive police department and that requires a certain staffing size to do so. He stated if they want the police force to be more proactive they need to make sure they have an appropriate size force to enforce the ordinances the Board of Selectmen set.

Road Agent Clarke asked for a list of the roads of concern to the Board of Selectmen.

Police Chief Bernier explained if a road is set at 25mph, the radar works by being +1 or - 1. He stated his officers probably aren't going to stop someone until they are in the 30 mph range because of the variances in the radar and what they would have to prove in court. Police Chief Bernier stated that however, does not apply to the school zones.

Selectman Jarvis stated an email was dated February 13 from the Road Agent regarding the anticipated costs for new signs and it indicated the costs were not budgeted. Selectman Jarvis suggested they also need to determine where the money will come from. Chair Swenson replied they can't know the costs until the number of signs needed is known.

Police Department - Executive Assistant Position

Police Chief Bernier confirmed that the Board of Selectmen received Katie Woods' email. He explained she would like to go to two days per week and has asked the Board of Selectmen if she can do so. Police Chief Bernier stated he agrees with her request and stated he needs to find coverage for the other two days.

Selectman Jarvis summarized that after the training period, the new person and Ms. Woods would each work two days per week until Ms. Woods retires at the end of December 2015, at which point the new person would go to four days per week.

Police Chief Bernier stated he was requested by a member of the Board of Selectmen to see if there is another position in Town that could cover the two days. He stated he discussed this with the Road Agent and his secretary. She is interested in the position. It was agreed she could work two days a week for the Police Department unless an issue arises where the Road Agent needs her.

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Selectman Jarvis asked if that would change her position to full time as she also works for the Town Mechanic and the Solid Waste Facility. Police Chief Bernier replied the secretary has spoken with the department heads and they agreed to let her work for the Police Department for sixteen hours a week.

Police Chief Bernier noted there would be specialized training involved with this position.

It was noted there would be about \$1.75 per hour increase from the Highway Department secretary's current rate of pay. Police Chief Bernier clarified Ms. Woods would not be getting any benefits after the change takes place due to the reduction in her hours.

Selectman Bickford stated he has a problem with the differential in pay. Chair Swenson replied he does not as the Police Department position requires additional training.

It was asked what happens when they go on vacation. It was clarified they do not have paid vacation time as it is a part time position and there is no coverage when they do.

Town Administrator Bourgeois confirmed both positions are labor grade 4.

Selectman Jarvis suggested they post the position in-house and then if there are no candidates, post it publically.

Greg Anthes, resident, asked how many hours the individual does for the three departments currently. Road Agent Clarke explained how the position currently works with hours, vacation, etc.

Selectman Jarvis stated she is concerned with cutting hours from other departments and stated it may not work out having decreased hours. Road Agent Clarke stated he could give up ten hours of his office manager's time; the Solid Waste would give up four hours and the Town Mechanic one hour.

Chair Swenson asked Town Administrator Bourgeois to post the position tomorrow.

Police Chief Bernier stated he wants to clarify that he is not asking for any more money in any budget lines but it could potentially be a savings in all the departments.

Highway Department - Grader Work

Road Agent Clarke stated he has hired an outside contractor, as his grader is not in service at this time. He stated the rate is \$135 per hour for the grader and the contractor has all the dirt roads on the south side of Route 11 are completed and will be doing Brackett and Middleton Roads tomorrow. Road Agent Clarke stated he hopes to have his grader back in service next week. He explained there would be no increase in the budget for these costs and he checked with the Finance Officer and the money is available in another account.

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It was clarified the work being done is pushing back snow banks, which is beyond the ability of the trucks. Road Agent Clarke explained this is a process done each year.

Road Agent Clarke explained the Town's grader is running but the wing is not operational. Selectman Bickford asked when it broke. Road Agent Clarke replied it broke last year and is in the process of being put back together. Selectman Bickford asked why it was not prepared for this year. Road Agent Clarke replied he needs to ask the Equipment Mechanic. Chair Swenson suggested Town Administrator Bourgeois look into the issue.

Selectman Bickford asked Road Agent Clarke if he could elaborate on the extent of the repair. Road Agent Clarke explained how the hydraulic wing operates and it may not have been the best piece for the intended use. He stated the cost of repairs would be around \$2,000.

Contract Plowing

Selectman Bickford asked Road Agent Clarke if he got a chance to talk to people about contracting out the work. Road Agent Clarke stated he could get contractors for the same rate the State pays, and one is interested for next year. Selectman Bickford stated he has three individuals who are interested for next year but they need to have a contract to get set up. Road Agent Clarke asked if the Town is responsible for getting the contractors set up and if they would be using Town equipment. Selectman Bickford stated they need information about the equipment inventory before they make those decisions.

Selectman Jarvis asked if they have information regarding liability if they set up contractors' trucks. Road Agent Clarke stated it depends on the insurance carrier and what the Board of Selectmen want. He stated he has researched this and explained that Moultonborough contracts out 28 trucks a year. Every road, including private roads, are plowed and sanded. Road Agent Clarke stated the Moultonborough Road Agent does so under the direction of the Board of Selectmen. They have a strict policy that the contractors can't run Town equipment. Every town he has contacted, the contractors have to have an insurance rider that covers the town for a minimum of \$2,000,000 liability coverage. Road Agent Clarke suggested that if they are going forward with this they need to meet with Primex to see what their requirements will be. The greatest liability is when a private contractor is involved in an accident. Selectman Jarvis stated that depending on the liability, they may want to only be looking for contractors with their own equipment. Road Agent Clarke stated the Board of Selectmen have to set the parameters with what they want from the contractors which will be determined with the Town Attorney and insurance company.

Mr. Anthes asked if the insurance is carried by the contractor or the State. Road Agent Clarke explained the contractor has to carry insurance that names the Town as a beneficiary. Mr. Anthes asked about the time and length of the contracts. Road Agent Clarke replied it would be outlined in the RFP.

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Mr. Rosiello stated it frightens him that this is being discussed when they haven't looked at the legal costs and liability coverage. He stated he hopes the Board of Selectmen will do more due diligence to understand the whole picture including operating and service agreements.

Chair Swenson stated the Town will not be the first to do this and there are certainly models out there to follow. He stated details need to be worked out and there needs to be an overall plan. Chair Swenson agreed there is a lot of information lacking but that doesn't mean they can't pursue it.

Road Agent Clarke stated that in the towns he has researched, all install town equipment on the contractors' vehicles.

Selectman Bickford pointed out that the grader work is being contracted out at this time so the Town is already in that mode.

Old Business

Comstar

Chair Swenson stated this is in follow-up to discussion at the last meeting where Interim Fire Chief MacCaffrie had recommendations on what to do to adjust the ambulance service rates.

Deputy Fire Chief David Stuart explained Comstar does the medical billing and each year they send the Department a review of the rates. Mr. Stuart stated the rates have not been changed for the last few years. He stated the costs of supplies are constantly increasing and they have looked at the rates of surrounding communities. Mr. Stuart stated they are proposing a slight increase on some of the billing. The details of the rates were reviewed and discussed.

Chair Swenson stated he is bothered by the large increase but he also recognizes there hasn't been an increase in about six years. Selectman Bickford concurred.

Chair Swenson proposed a smaller increase than being proposed by the Fire Department as he is concerned about the impact of such a large increase to the users of the service. However, the increases should cover Town costs. The current rate for ambulance is \$438 and proposed increasing to \$500; the BLS-non is \$274 and proposed \$325; the ALS-non is \$374 and proposed \$400; ALS-1 is \$520 and proposed \$600; ALS-2 is \$753 and proposed \$850; Specialty is \$890 and proposed \$1050. Selectman Jarvis stated they need to look at the costs per run. She also suggested having further break down comparisons for next year.

Chair Swenson made a motion that the rates for the services be as follows: BLS emergency, \$500; BLS-non, \$325; ALS-none, \$400; ALS-1, \$600; ALS-2, \$850;

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Specialty, \$1,050 and mileage of \$12.65. Selectman Jarvis seconded the motion. Effective March 1, 2015. Motion passed, 3-0.

Fire Department Renovations – Furnace

Town Administrator Bourgeois stated one bid was received for the renovations and asked if the Board of Selectmen wants to put the bid for the furnace back out. Selectman Jarvis stated she feels they need to put the bid for the furnace back out and accept the bid for the renovations. Selectman Bickford agreed.

Mr. Stuart confirmed bids are out for the furnace to be done. Selectman Jarvis replied they put out a RFP about four months ago but no responses were received. She stated there was also a RFP put out for the renovations of the front room and one bid was received for that.

Selectman Jarvis made a motion to award the bid for the New Durham Fire Department room renovation to Roland's Carpentry of Gilmanton Iron Works, NH in the amount of \$19,500. Chair Swenson seconded the motion. Motion passed, 3-0.

Selectman Jarvis made a motion that the Chair sign the bid documents on behalf of the Board of Selectmen. Selectman Bickford seconded the motion. Motion passed, 3-0.

Fundraising Policy

Chair Swenson stated this is in follow-up to a discussion started a few months ago. There were suggestions to develop a policy on fundraising. A draft policy was reviewed and discussed.

Cathy Orlowicz, Historian & Boodey House Chair, stated it was her understanding that there was already a policy on this. Selectman Jarvis replied there is a selectmans' policy on how funds are handled but that is more in regards to investments as opposed to fundraising procedure. Selectman Jarvis stated they need a policy on how funds are handled that are raised by a Town entity. She stated comments have been received by the auditors and those are included in the draft policy.

Ms. Orlowicz asked if the utilization of PayPal would be covered by this policy or would there be additional guidelines for using that type of program. Selectman Jarvis replied that this policy would cover PayPal as well as other forms of fundraising mechanisms. Selectman Bickford asked Town Administrator Bourgeois if that is true and Town Administrator Bourgeois replied he does not see it being an issue.

Ms. Orlowicz asked if each time an entity wants to fundraise do they need to come before the Board of Selectmen. It was clarified that entities with ongoing fundraising would not be expected to come in each time with specific requests.

Various points of the policy were further discussed.

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Chair Swenson reiterated that the policy needs to be reviewed by the Town Attorney and auditors. They will be specifically addressing that PayPal and other similar methods are adequately covered and whether permission is needed for each separate event for the same entity.

Further edits were made to the draft policy and it was agreed to have the changes completed for approval at the next Board of Selectmen meeting.

Market Study on Compensation

Chair Swenson stated this is subject to approval of the 2015 Budget. It was agreed to go forward with this being subject to approval of the 2015 Budget, as it would not be funded in the Default Budget.

Selectman Jarvis stated she reviewed the RFP and it reflects a short time process but the proposal received indicates a 90-day process. Chair Swenson stated that is not a major issue for him.

Selectman Jarvis made a motion to award the Market Study on Compensation for Town Employees to Thornton and Associates of Scarborough, ME in the amount of \$4,860 subject to funding by the legislative body. Chair Swenson seconded the motion. Motion passed, 2-1. Selectman Bickford opposed.

Clock Repair

Chair Swenson stated about eight months ago they set up to have the Town Clock converted from a mechanical system to an electronic system. The work was scheduled for February.

Town Administrator Bourgeois stated the individual with the clock company has modified his proposal, which is cheaper than initially presented. He explained there are a couple different options. The individual with the clock company was concerned that the system initially proposed would still need someone to check on the clock on a monthly basis. However there is also a feature to put it on a time schedule in order to silence the clock at night.

Chair Swenson summarized the new proposal covers all items initially presented but will also reduce the amount of labor required to keep the clock running and is less expensive. The system will also reset during power failure and adjust for daylight savings time.

Selectman Jarvis questioned why GPS would be needed on the clock. It was clarified this is for setting the time via satellite.

It was confirmed the original bid in the amount of \$11,000 was already approved.

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Selectman Jarvis made a motion to authorize the Town Administrator to sign the appropriate paperwork to move the clock project forward. Selectman Bickford seconded the motion. Motion passed, 3-0.

Town Administrator Bourgeois stated he would let the Board of Selectmen know when the work will begin.

Streetlights

Selectman Bickford stated he talked to Bill Johnstone with the New Hampshire Electric Co-op. Mr. Johnstone doesn't see any problems with switching the street lighting over to LED. Chair Swenson stated he is in favor of that as long as it is cost effective. Selectman Bickford replied there may be a small engineering fee associated with the change over.

Town Administrator Bourgeois stated he has met with both the Co-op and PSNH and discussed other energy efficiency opportunities.

Selectman Jarvis stated she is interested in the LEDs but wants to know if it is going to save any money if they have to pay the setup fee.

Town Administrator Bourgeois stated both companies have funding sources to provide an energy audit and there are programs where funding can be obtained through the State and the companies themselves.

The locations of various streetlights were discussed. It was agreed by consensus to move forward with the project.

Recreation Wage Adjustment

Selectman Bickford stated he reviewed the minutes from the Parks and Recreation Commission meetings and noted David Gray was supposed to get a raise. Selectman Bickford stated he didn't recall having signed off on that. Chair Swenson replied the Board of Selectmen did take an action on it and it was noted it would be taken care of at a certain time of year (approximately March/April).

Evaluation of Department Heads

After discussion, the review of department head evaluations was scheduled for Monday, March 2 at 10:00a.m.

It was also noted a date needs to be set for the treasurer interviews. It was agreed to schedule those for Monday, March 2 at 6:00p.m.

Deed for Property 244-064-000

Town Administrator Bourgeois stated this previously discussed property on which the Town accepted an offer. The attorney for the other side had some edits to the deed to which the Town Attorney agreed. These were reviewed.

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Selectman Bickford made a motion to accept the deed to the property at 139 Birch Hill Road, Map 244, Lot 064. Selectman Jarvis seconded the motion. Motion passed, 3-0.

Tax Deeded Property Sales

Chair Swenson stated this is a continuance of the process begun in 2014. The Board of Selectmen has reviewed all the properties that are owned by the Town through tax-deeds. He stated decisions have been made on many of them and allows abutters to express interest.

Selectman Jarvis stated she does not agree with having this discussion in public session because there may be negotiations as to what the payment will be and it could be detrimental to the Town to discuss potential sale prices. Selectman Bickford stated he disagrees.

Chair Swenson stated the key determining factor as to whether an issue is discussed in non-public or public session, is whether there is potential for adverse results to either the reputation of the bidder or the Town. He stated he is not aware of that applying here and if it does come up, they reserve the right to enter non-public session. Selectman Bickford stated they should have had these properties appraised so they know what to set the price at.

Ms. Cantrall stated she doesn't see the point of going into non-public as there is a pretty straightforward cost. Selectman Jarvis replied there are some instances where people are competing for the property.

Town Administrator Bourgeois noted all abutters have been given 30 days to express interested and they were advised to submit their offers by closed bid.

A list of the tax-deeded properties, including interested abutters, was reviewed and discussed.

Selectman Jarvis suggested notifying all the bidders of the minimum bids for the properties and a deadline of two weeks to confirm their interest. She also suggested they set the criteria as some of the offers were unacceptable.

Chair Swenson summarized that Town Administrator Bourgeois needs to notify all the individuals who are interested of the minimum amounts that will be accepted with a response by 9:00a.m., March 9. Decisions will be made at the next Board of Selectmen meeting.

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New Business

Building Inspector/Code Enforcement Officer/Health Officer

Chair Swenson stated this was covered in the non-public session prior to the meeting. He stated the position would be posted. Mr. Anthes asked if the current individual gave a reason why he is leaving. Chair Swenson replied it is a personnel issue.

Chair Swenson stated the Town Administrator has looked at filling the position in the interim with services provided by the Farmington CEO/HO. However, the rate is high. Selectman Jarvis agreed. Selectman Bickford stated the offer seems high but New Durham does not pay benefits. Selectman Jarvis suggested seeing if the individual would be interested in working as a part time employee for the Town of New Durham. The Board of Selectmen asked Town Administrator Bourgeois to explore that approach and to counter Farmington's offer with the rate currently paid by New Durham.

2015-2016 Health Insurance

Chair Swenson stated that at a recent meeting the Board of Selectmen made the decision not to re-sign with the current vendor under the timeline proposed. He stated that in the interim Town Administrator Bourgeois contacted references for another vendor and these were distributed for review.

Town Administrator Bourgeois stated he did a provider search with the plan presented at the recent meeting. He noted some of the current doctors that employees use are not in the network and there needs to be some more research done. Town Administrator Bourgeois proposed they have a conference call with the potential vendor at a future meeting. He noted they need to give 45 days notice to the current vendor which would be May 15.

Selectman Jarvis asked how many employees' providers are not in the proposed plan's network. Town Administrator Bourgeois replied 1 out of 14 in this particular plan but if they look at another plan that may change. Selectman Jarvis stated she wants to ask the vendor how they can get the current practices covered. If providers are not in the network, the employee pays 100% of the costs. Chair Swenson stated one of the priorities is to make sure employees are not disrupted from their current healthcare providers.

Chair Swenson asked Town Administrator Bourgeois to follow-up by getting more information for discussion at the next meeting.

Mr. Clarke stated he has heard that the plan being considered has a \$2,000 deductible. Town Administrator Bourgeois replied it is actually \$5,000 for an individual and \$10,000 for a family. Road Agent Clarke stated he has been employed for the Town since the Town picked up the employee's contributions and stated the previous Board of Selectmen changed it to where the Town would pay for the employee but not a spouse, and now it seems everyone has to pay. He stated that since 2008 there have been minimal raises and no cost-of-living increases and the insurance has gone up 6-7%. Road Agent Clarke stated someone who started in 2010 was making \$14 per hour, is now making \$11 per

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hour because the Town is not making up the difference for the costs with deductibles. Road Agent Clarke stated the Highway Department employees work for the benefits.

Selectman Bickford asked Mr. Clarke where he got his information from regarding the deductibles. Town Administrator Bourgeois stated he hasn't spoken with the employees about the new plan. Chair Swenson stated it was public information at the last Board of Selectmen discussion of this but that Road Agent Clarke may not have stated it accurately.

Town Administrator Bourgeois stated the concept behind the plan is the Town and the employee saves money by having lower premium costs. The Town would set up a medical reimbursement account so if an individual goes to the doctor, the Town will pick up the deductible until the limit is reached. Then, the insurance will pick up the costs from there on. He stated most people don't use their health insurance and when they do they don't come near the deductible. The employee and the Town will save money. Town Administrator Bourgeois stated that even if every employee maxes out on the deductible, the Town will still save money. Town Administrator Bourgeois confirmed the Town is going to pay the deductible.

Chair Swenson stated that last year when they changed vendors, they made it equal or beneficial to the employee and the Town. Town Administrator Bourgeois stated it will effectively be \$150 a month raise for anyone with a family plan. Mr. Clarke stated his concern is when he goes to the doctor and wants to charge him \$1,000, the office will want their money then but he doesn't have that kind of money. Town Administrator Bourgeois stated the insurance will be billed and the insurance company will in turn bill the Town. Chair Swenson clarified specific questions will need to be asked of the insurance representative before decisions are made.

Ms. Cantrall stated she has had insurance where the employees had a debit card for them to use. Chair Swenson agreed that is something to look at. Ms. Cantrall stated a few years ago she came to the Town and told them Barnstead and some other towns were getting together and purchasing their insurance from LGC as a co-op. They are getting better rates and bargaining power by putting all the employees together. Now, LGC has made it so no others can join in.

Town Administrator Bourgeois stated it is not the intention of the Board of Selectmen to find a deal that will hurt employees. He stated that when they come closer to a decision, he will give employees more information. Town Administrator Bourgeois stated he has talked to many of his colleagues and noted Sullivan County has saved almost \$1,000,000 by going with this type of plan; Greenland is anticipating saving \$60,000 next year.

Selectman Jarvis suggested giving the insurance representative the scenario that Road Agent Clarke is presenting for a response.

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Road Agent Clarke stated that in past years the Town had Blue Cross Blue Shield, where the members personal information has been compromised. He would like the information that is needed to do as employees to protect their information. Selectman Jarvis replied she will get that information for him.

Snow Removal – Library Roof

Chair Swenson stated that due to the weather conditions they had to hire a snow removal crew for the library roof. The work was completed today.

Selectman Jarvis made a motion that Team Handyman, LLC of Newton, NH be paid \$1,212.50 for snow removal at the New Durham Library and the funds come out of the Expendable Trust Fund for Building Maintenance. Chair Swenson seconded the motion. Motion passed, 3-0.

Town Ordinances

Chair Swenson stated there has been prior discussion that many of the Town ordinances are difficult to find and Town Administrator Bourgeois was asked to remedy that. Chair Swenson stated Town Administrator Bourgeois has made good progress in locating the ordinances, making sure they are current and made them more accessible. Chair Swenson stated a significant portion of them are now available on the website. Town Administrator Bourgeois stated he has also made hard copies of all the ordinances and those will be put into a binder. He noted some need to be updated.

Letter from Electric Co-op

Chair Swenson stated the Co-op is looking to see if there is interest in weatherization activities. Selectman Jarvis stated she would like more time to review the suggestions and compare it with the energy audit that was done a few years ago.

Municipal Resources, Inc. Agreement - End-of-Year Finances

Chair Swenson stated Town Administrator Bourgeois has arranged for some outside help for the Finance Officer because of deadlines and time-sensitive items associated with the Annual Report. There is an agreement with Municipal Resources, Inc. for an individual to help the Finance Officer for a limited period of time. This was reviewed and discussed. Chair Swenson stated the rate would be \$55 per hour. It was noted this would be limited to two days. Chair Swenson stated there would also be some software training for the Finance Officer.

Selectman Bickford made a motion to approve the agreement with Municipal Resources, Inc. for two days of work at a rate of \$55.00 per hour for financial assistance. Chair Swenson seconded the motion. Motion passed, 2-1. Selectman Jarvis opposed.

Public Input

None.

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Future Meetings

March 2, 2015, 10:00a.m. – Board of Selectmen Non-Public Meeting: Review of Department Head evaluations.

March 2, 2015, 6:00p.m. – Board of Selectmen Non-Public Meeting: Treasurer Interviews.

March 9, 2015, 1:00p.m. – Board of Selectmen Meeting, Community Room.

Approval of Minutes

Meeting of January 5, 2015 – Edits were made. **Selectman Jarvis made a motion to approve the minutes as amended. Selectman Bickford seconded the motion. Motion passed, 3-0.**

Meeting of January 12, 2015 – Edits were made. **Chair Swenson made a motion to approve the minutes as amended. Selectman Bickford seconded the motion. Motion passed, 3-0.**

Non-Public Meeting of January 12, 2015, – Edits were made. **Selectman Jarvis made a motion to accept the non-public sealed meeting minutes as amended. Selectman Bickford seconded the motion. Motion passed, 3-0.**

Meeting of February 2, 2015 – Postponed review of minutes.

Selectman Bickford suggested that the non-public minutes of the January 12, 2015 meeting regarding Map 244, Lot 064 and other related minutes to that map/lot could be unsealed at this time. Chair Swenson stated he doesn't see a problem doing so at this point for the January 12 minutes only. It was clarified that some other minutes associated with the issue should not be unsealed.

Adjourn

Selectman Jarvis made a motion to adjourn. Selectman Bickford seconded the motion. Motion passed, 3-0.

The meeting was adjourned at 10:50p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary