

*New Durham Board of Selectmen Meeting*

*October 5, 2015*

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**NEW DURHAM BOARD OF SELECTMEN**

**New Durham Library**

**October 5, 2015, 7:00 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**

Chair David Bickford

Selectman David Swenson

Selectman Gregory Anthes

**Also Present:**

Carter Terenzini, Interim Town Administrator

Jen Nyman, resident

Ellen Phillips, resident

Kevin Leen, Visions Government Solutions

Jeff Earls, Town Assessor, Cross Country Appraisal

R. W. Chase, resident

Dorothy Veisel, resident

Cathy Allyn, resident

Susan Randall, resident

Clatyon Randall, resident

Michelle Kendrick, resident

Terry Jarvis, resident

**Call to Order**

Chair Bickford called the meeting to order at 7:00p.m.

**Public Input**

Ellen Phillips, resident, asked if there are going to be any comments made by the Board of Selectmen relative to the petition presented to the Board of Selectmen on September 9. Chair Bickford replied he was not prepared with a response. Ms. Phillips asked that he be prepared for the next meeting. Selectman Swenson agreed they should have a response ready for the next meeting and asked that it to be added to the agenda of the October 13, 2015 meeting.

Jen Nyman, resident, stated one of the police cruisers sat in the parking lot with a flat tire over the weekend and asked for an update on that.

Selectman Anthes replied Sergeant Meatey, Officer in Charge, did not notify the Board of Selectmen or Interim Town Administrator Carter Terenzini of any issues so he assumes it is being taken care of. Ms. Nyman stated if a vehicle is sitting with a flat tire

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the rim can be damaged and it could cost more money for repairs. Selectman Anthes stated he would look into it.

Chair Bickford stated that for public information, Paul Gelinas Sr., the New Durham Police Chief for 20 years, passed away Sunday evening. Chair Bickford stated there would be a reception on Friday afternoon at the Fire Department. Ms. Veisel shared further details of services.

**Agenda Review**

Selectman Swenson added under Department Reports: short and long-term options for the position of Equipment Mechanic.

**Department Reports/Issues**

**Highway Department**

Chair Bickford stated his suggestion with regards to the Equipment Mechanic position is to have the department heads take care of their own equipment.

Selectman Swenson stated the short-term solution is that David Horne will be taking care of the day-to-day equipment issues and the long term solution will be discussed during the budget process. He also suggested there being a detailed analysis of outsourcing costs and discussion whether departments would pick up their own costs.

**Town Administrator's Report**

No report presented.

**Old Business**

**Public Participation Policy** – Postponed until the next meeting.

**Capital Assets Policy**- Postponed until the next meeting.

**New Business**

**Vision Government Solutions – 2015 Revaluation & MS-1**

Chair Bickford stated there have been some disagreements between the assessments and some information was not merged from the taxcards into the 2015 Vision assessing database.

Jeff Earls, Cross Country Appraisal, explained the issues and stated he doesn't understand why some of the information from pickups was not automatically put into the database.

Kevin Leen, Vision Government Solutions, replied he was working on this with an employee who is no longer with Cross Country Appraisal and didn't know she had left until Town Administrator Bourgeois notified him recently. Mr. Leen stated he continued emailing progress reports but never had confirmation of receipt.

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Selectman Swenson summarized that the issue is the existing inputs to the database were done but they were not fully updated and received into the Vision database.

It was noted Laura Zuzgo is working on inputting some but there may still be about 100 properties that need to be fixed.

Mr. Earls stated there are also disagreements on the grading. He stated there were some properties that were over exaggerated and explained some specifics. A spreadsheet was reviewed and discussed with the Board of Selectmen.

Selectman Swenson summarized there are five issues that need addressing: pickup issue with about 125 total properties which could be affected; grading issue (quality of the house); revaluation issue with sale properties; issue of one person doing the evaluations versus review; how much of the random sample issues affect the rest of the Town.

After discussion, it was agreed these issues need to have another look along with Interim Town Administrator Carter Terenzini and Laura.

Selectman Swenson noted they would need an extension for the MS-1 documentation. He stated there are also concerns with upcoming tax bills. Mr. Earls replied they should be able to work to get things cleared up for next week.

**Chair Bickford made a motion approve an application to the State of New Hampshire Department of Revenue Administration for MS-1 extension until October 30, 2015. Selectman Swenson seconded the motion. Motion passed 3-0.**

**Purchase Order – Tires @ Highway Department**

Selectman Swenson noted this purchase order is for tires on the Freightliner, which are being purchased through the State contract and in this case three bids are not usually obtained.

**Chair Bickford made a motion to waive the purchase policy due to being a state bid for tires. Selectman Anthes seconded the motion. Motion passed, 3-0.**

**Chair Bickford made a motion to purchase 6 studded mounted tires for the Freightliner in the Highway Department for the amount of \$4,112.16 with Northeast Tire Services Inc., purchase order #2285. Selectman Anthes seconded the motion. Motion passed, 3-0.**

**Purchase Order – SHN Computer Support**

Selectman Anthes asked if there has been any feedback from employees about this service. Selectman Swenson replied he has heard nothing but positive responses from employees about the support services.

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There was discussion that there needs to be information backup included with the contract. Chair Bickford suggested renegotiating the contract and it was agreed they need to review the services covered.

**Selectman Swenson made a motion to approve purchase order #1355 in the amount of \$14,880 for a one-year renewal agreement with Spaulding Hill Networks for the Town's IT services. Selectman Anthes seconded the motion. Motion passed, 3-0.**

**Recreation Commission**

Jen Nyman, Recreation Commission member, read a thank-you note that was printed as an editorial in *The Baysider*. On behalf of the Recreation Commission, Ms. Nyman thanked Road Agent Clarke, Jen Nadeau and the rest of the Highway Department for their help in making events in the Recreation Commission run smoothly.

**Public Input**

Jen Nyman, resident, asked why the meeting is not being videotaped tonight. Chair Bickford replied they do not know why and have not heard from Wolfeboro T.V. Selectman Swenson stated he will ask Interim Town Administrator Carter Terenzini to put the audio on the website.

Terry Jarvis, resident, stated when the budget was discussed there was agreement to have the CIP and budget committee meetings videotaped and at this point none have been done. Selectman Swenson stated they would ask Interim Town Administrator Carter Terenzini to contact Wolfeboro T.V.

**Approval of Minutes**

Meeting of May 18, 2015 – Draft #5 was reviewed and discussed. Further edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Anthes seconded the motion. Motion passed, 3-0.**

Meeting of August 3, 2015 – Approval postponed to verify edits were made.

Meeting of August 17, 2015 – Approval postponed to verify edits were made.

Meeting of September 9, 2015 – Edits were reviewed. Awaiting final approval.

Meeting of September 16, 2015 – Joint meeting with the Budget Committee – Edits were made. **Selectman Anthes made a motion to approve the minutes as amended. Chair Bickford seconded the motion. Motion passed, 3-0.**

Meeting of September 21, 2015 – Review postponed.

Meeting of September 28, 2015 – Review postponed.

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**Chair Bickford made a motion to enter non-public session for the purpose of reviewing non-public meeting minutes and pursuant to RSA 91-A: 3 II (b) – the hiring of any person as a public employee. Selectman Anthes seconded the motion. Motion passed, 3-0.**

**Roll Call: Selectman Swenson – Aye; Selectman Anthes – Aye; Chair Bickford – Aye.**

The Board entered non-public session at 8:52p.m.

The Board returned to public session at 9:33.

Chair Bickford stated the Board discussed Interim Town Administrator Carter Terenzini's recommendations to review eight applications for the position of Town Administrator. The Board also decided to have the Officer in Charge review an application for the part time police officer.

**Adjourn**

**Selectman Swenson made a motion to adjourn. Selectman Anthes seconded the motion. Motion passed, 3-0.**

The meeting was adjourned at 9:34p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary