

*New Durham Board of Selectmen Meeting*  
*November 7, 2016*  
*Draft*  
**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**November 7, 2016, 7:00p.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:**

Scott Kinmond, Town Administrator

**Public Present:**

Tatiana Cicuto- Resident  
Neal Burns- Resident (Lt Fire Department)  
Peter Varney- Fire Chief  
Catherine Orlowitz- Resident  
Ellen Phillips- Resident  
Dot Veisel-Resident

**Call to Order**

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

**Appointments/Announcements**

Selectman Anthes presented his draft of the Capital Improvement Master Plan for review by the Board of Selectmen. Selectman Swenson noted it has not been reviewed or approved by the CIPC yet.

**Public Input**

None.

**Agenda Review**

Selectman Swenson added Solid Waste Bids Actions and Recommendations. Town Administrator Kinmond stated the analyses were just completed on Friday and Director Gingras will be putting together a written recommendation.

Selectman Swenson added review of budget discrepancies between the Board of Selectmen and Budget Committee.

Chair Bickford added renaming the milfoil committee.

*New Durham Board of Selectmen Meeting*

*November 7, 2016*

*Draft*

Town Administrator Kinmond added recommendations for the Policy Review Committee.

**Department Reports**

No department heads were requested to be present.

**Town Administrator's Report**

Town Administrator Kinmond distributed correspondence from the auditor relative to changes in the 535 form recommended by the auditors. A letter was also reviewed from the School Superintendent to give the Board of Selectmen a copy of the 2017/2018 district calendar, noting the school will not be open during election days.

Selectman Anthes stated that in light of the letter from the auditors that they should go ahead and approve the 535 form as it will affect the tax rate. Town Administrator Kinmond stated the Board of Selectmen need to approve it in order for him to notify the auditors to finalize their report. Selectman Swenson stated there are numerous errors, in the auditor's report, many of which he pointed out to them, some of which have been fixed but he is not in agreement with many other points as well. Chair Bickford and Selectman Anthes expressed concern with delaying setting the tax rate. It was clarified the tax rate has not been set yet due to delay by Copple Crown Village District. There was extensive discussion whether to accept the audit now or to hold off.

**Policy Review Committee**

Town Administrator Kinmond stated Ronald Cook and Neil Burns have submitted applications to be committee members. The applications were reviewed and discussed by the Board of Selectmen.

**Chair Bickford made a motion to nominate Ronald Cook to the Policy Review Committee. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Chair Bickford made a motion to nominate Neal Burns to the Policy Review Committee. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Boodey House Committee Nomination**

**Selectman Swenson made a motion to appoint Tatiana Cicuto as a member of the Boodey House Committee. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Building Inspector/ Code Enforcement/Health Officer Job Description**

Town Administrator Kinmond noted the job descriptions for the deputy position is the same. Selectman Swenson asked to have the position job descriptions separated further. The draft job descriptions were reviewed and discussed. Edits were made.

**Ambulance Bid Package**

*New Durham Board of Selectmen Meeting*

*November 7, 2016*

*Draft*

Fire Chief Varney answered questions from the Board of Selectmen about the bids. Neil Burns presented a PowerPoint presentation to help explain the process and why they want it to move forward now. He will also put together a comparison of ambulance features between the old and new vehicles. Fire Chief Varney stated he also looked at ambulance services and the only one in the area is Stewarts Ambulance, noting it costs Tuftonborough \$200,000 for the services. Selectman Swenson asked for a formal written quote.

**Chair Bickford made a motion to authorize the Town Administrator to post for public bid for a ambulance using the provided bid documents and specifications provided by the Fire Department. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

Selectman Swenson stated he wants to address Selectman Anthes threatening comment earlier during the audit discussion. Selectman Anthes replied it was a flippant remark and with no animosity.

**Veteran Tax Credit Application**

The applications were reviewed and discussed.

**Selectman Swenson made a motion to approve the property tax credit for veterans with the understanding that Christine Wheeler is a permanent resident for Map 218, Lot 013. Chair Bickford seconded the motion. Motion passed, 3-0-0.**

**Chair Bickford made to approve the property tax credit for veterans for Donald Ziembra of 53 Peters Point Road, and Map 111, Lot 021. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Part Time Office Clerk Appointment**

Town Administrator Kinmond stated all the background checks have been completed and asked to waive the 14-day vetting period to 11 days. Selectman Swenson stated he is not in favor of the waiver because time is not of the essence.

**Chair Bickford made a motion to waive the full 14 day-week vetting period to 11 days. Selectman Anthes seconded the motion. Motion passed, 2-1-0.**

**Chair Bickford made a motion to hire Amanda Noyes of Rochester to the position of Office Clerk at an hourly wage of \$14.61, contingent upon the receipt of a satisfactory record check and pre-employment health check with a start date of November 9, 2016. Selectman Anthes seconded the motion. Motion passed, 2-1-0.**  
Selectman Swenson opposed to the start date.

**Purchase Order -IMC Mobile Software, Licenses and Maintenance for Police Department**

Town Administrator Kinmond stated this would wrap up the work with IMC with the exception of adding two air cards which are done through Verizon.

New Durham Board of Selectmen Meeting  
November 7, 2016  
Draft

**Chair Bickford made a motion to authorize purchase order #0367 to Tri Tech Software Systems of Moultonborough, MA in the amount of \$3,150 for the purchase of IMC mobile software, licenses and annual maintenance fees, authorizing the Chair Bickford to sign necessary contract documents with said purchase order. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

TA presented a purchase order for the liquid salt storage tank. The use of this treatment for roads was discussed. Town Administrator Kinmond explained the effectiveness and application process for using the product.

**Selectman Swenson made a motion to approve purchase order #2345 in the amount of \$4,930.91 to Central Equipment CNY Inc. of Port Bryon, NY for the purposes of purchasing a 3,000 gallon heavy duty storage tank, pump system and accessories for the use and distribution of liquid deicer and dust control agents. Said expenditure to come from the Department of Public Works winter sand account 01-4312-0063. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Citizens Complaint Regarding Employees Policy**  
Further edits were reviewed and made.

**Future Meetings**

Monday, November 14, 2016, 1:00p.m., Fire Department Community Room

**Chair Bickford made a motion to enter into 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; (c)- matter which, if discussed in public would likely affect adversely the reputation of any person, (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

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

The Board entered non-public session at 9:09p.m.

Business was reconvened in public session at 10:14 p.m., in the Town Hall Meeting Room. **Selectman Bickford made a motion to seal the non-public because it determined that divulgence of this information would affect adversely the reputation of any person other than a member of this board. The motion was seconded by Selectman Anthes, and passed 2-1.** Selectmen Swenson was opposed. Chairman Bickford stated the session was regarding personnel matters.

New Durham Board of Selectmen Meeting

November 7, 2016

Draft

**Chairman Bickford made a motion to approve the newly created job description for Assistant Highway Supervisor – Heavy Equipment Operator. Selectman Anthes seconded the motion. Motion passed 3-0-0.**

**Chairman Bickford made a motion to promote Matthew Ingham to the newly created position of Assistant Highway Supervisor – Heavy Equipment Operator with a pay rate of \$20.00 per hour, and the promotion effective 11-21-16. Selectman Swenson seconded the motion, motion passed 3 - 0 - 0**

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

The meeting was concluded at 10:17 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary  
and  
Scott D. Kinmond, CPM  
Town Administrator

**Draft becomes final as no action by BOS 032317**