

*New Durham Board of Selectmen Meeting
December 13, 2016*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
December 13, 2016, 12:00p.m.**

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator

Call to Order

Chair Bickford called the meeting to order at 12:10p.m.
Selectman Swenson expressed condolences to Selectman Anthes on the recent death of his brother in Ohio.

Public Input

None.

Agenda Review

Selectman Swenson added Account 4150 to be reviewed during Budget Review.
Selectman Anthes added nine items for discussion. Selectman Swenson indicated that there is a regularly scheduled Selectmen meeting on December 19, 2016 and perhaps that would be a better time to add to non-budget items. Selectman Anthes wishes to cover these today.

Town Administrator Kinmond stated they need to discuss the meeting schedule for January relative to holidays; direction for working with Town and School relative to the website and paying from 2016 funds; and a proposal for software that allows comparisons with other municipalities relative to spending.

Town Administrator's Report

There was discussion of the use of data collected from Department of Revenue Administration forms and software has been developed to compare municipalities' budgets and spending. Town Administrator Kinmond gave details to the data available.

Chair Bickford added to the agenda by asking for an update on the Bernier Facebook posting issue where Chief Bernier Erroneous claims that the Board of Selectmen only wanted coverage from 8a-12m. . Town Administrator Kinmond replied he sent a memo to Police Chief Bernier requesting the information be corrected or removed. Town Administrator Kinmond explained there may have been a misunderstanding of information between himself and Police Chief Bernier. Selectman Swenson clarified the

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Town has no official police department Facebook page and it appears that Town Administrator Kinmond has addressed the misunderstanding with Police Chief Bernier. Chair Bickford disagreed stating it is named the New Durham Police Department page. There was discussion of privacy and rights in regards to posting online.

Chair Bickford made a motion to either correct or remove the misinformation on Facebook of 2:50p.m. on December 8, 2016. Selectman Anthes seconded the motion.

Discussion: Selectman Swenson stated this is completely unnecessary. Chair Bickford replied Police Chief is putting out false and misleading information. **Motion passed, 2-1-0.** Selectman Swenson opposed as the Town does not have an official Police Department Facebook page, it has already been addressed by the TA with Chief Bernier, and that the Town already has an IT policy which covers this.

Selectman Anthes stated he wants to investigate from where this page is coming. Selectman Swenson stated if they do that for one department they need to do the same for other departments. Town Administrator Kinmond suggested considering removing all social media for the Town and stated this can be an issue for municipalities. Town Administrator Kinmond stated that because the comments were posted on a page that is not sanctioned by the Town it is an infringement on the individuals' first amendment rights. TA to review the IT policy to see if it needs to be adjusted.

There was also a discussion on whether the Board of Selectmen at any time has set the Police Department hours. Neither Selectmen Anthes nor Bickford believe that was done and Selectman Anthes asked Selectman Swenson if he recalls it being done. Selectman Swenson indicated that perhaps in the Fall of 2015 during a non-public meeting with Officer-In-Charge Meattley present the statement was made that 8 am to midnight town coverage with state patrol covering the other hours was to be done but there was no official Board of Selectmen vote on this.

Old Business

Property Tax Abatements

The abatements were reviewed and discussed. Town Administrator Kinmond explained that action was taken previously on all of these but values were not changed to be in line with the MS-1 form data. He stated some bills were already paid resulting in property tax refunds being necessary.

Chair Bickford made a motion to approve an abatement on the 2016 second billing amount for Map 209, Lot 37 in the amount of \$283.70. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to approve an abatement on the 2016 second billing amount for Map 108, Lot 48-1 in the amount of \$266.38.

Chair Bickford made a motion to approve an abatement on the 2016 second billing amount for Map 108, Lot 48-2 in the amount \$359.38. Selectman Anthes seconded the motion. Motion passed, 3-0-0

Chair Bickford made a motion to approve an abatement on the 2016 second billing amount for Map 206, Lot 31 in the amount of \$1,985.82. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to approve an abatement on the 2016 second billing amount for Map 102, Lot 16 in the amount of \$802.45. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Finance Manager Job Description

Town Administrator Kinmond distributed a draft job description for review. TA Kinmond requested signatures on the job description but Selectman Swenson noted that this was the first this has been seen by the Board and, therefore, would like some time for additional review.

Selectman Anthes suggested contracting out for the payroll. Town Administrator Kinmond replied he is discussing this with Jen Correia. Selectman Swenson stated that based on prior review of this it would cost the Town more and, therefore, was not cost effective to the taxpayer.

Attorney Fee Reimbursement

Selectman Anthes asked Town Administrator Kinmond for an amount of legal fees for past years. A summary was distributed and reviewed.

Selectman Anthes made a motion to have Town Administrator Kinmond talk with Bart Mayer and request a refund. Motion failed for lack of second.

There was a unanimous consensus by the Board of Selectmen that Town Administrator Kinmond would contact Town Counsel to discuss a potential refund of charges.

Misc - Other

Selectman Anthes asked that the Community Room Use Policy be posted to the Town website.

Town Administrator Kinmond stated the audit letter has been reviewed and signed by Chair Bickford as apparently no official action by the Board was needed. It is awaiting signature by the Finance Officer.

Town Administrator Kinmond gave an update on the ambulance bid noting the sole bidder had a problem obtaining a Dodge chassis. He stated they are doing further research on specifications at this point and recommended getting at least one other competitive bid for comparison.

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The status of the 1772 Meeting House restoration work was discussed and Town Administrator Kinmond was asked to follow-up with a formal request of an update to assure that temporary roof weight supports have been installed.

Selectman Anthes asked if Jen Nadeau has officially left her position in the Town but is still filling in to cover the payroll duties. Town Administrator Kinmond noted the position has been posted and one inquiry received to date.

Selectman Anthes asked about the status of the temporary Right of Way Agreement for logging on Clayton Randall's property and through the Transfer Station property. Town Administrator Kinmond stated it has already been approved. Selectman Anthes replied that he has some major changes and is concerned about details of the agreement and that the Director of Public Works will be able to take control of this. Selectman Anthes indicated that he felt the Town will regret having signed this.

Board consensus was stated to have TA Kinmond move ahead with the website changes using Virtual Town And Schools and make the purchase in 2016.

Budget Review - Revenues

A summary of projected revenues was reviewed and discussed. It was noted that Town Administrator Kinmond used prior history in determining projected revenues. One of the discussion lines was the revenue received from the State on Meals and Room tax.

Chair Bickford made a motion to approve the revenue at \$886,195 for the year 2017. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Capital Reserve Funds

The Board reviewed the figures approved by the Planning Board. Edits were made. Town Administrator Kinmond gave a summary of his recommended contributions to the CRF and ETFs. There was extensive discussion on accounts to be funded and replacement schedules. Edits were made to funding levels. Key discussion was CRF areas on fire department vehicles, highway trucks, and municipal facilities land acquisition.

Selectman Swenson clarified that he is in agreement with the plans approved by the Planning Board and CIP.

Chair Bickford made a motion to recommend \$167,500 for the Capital Reserve Funds per the list of December 13, 2016. Selectman Anthes seconded the motion. Motion passed 2-1-0. Selectman Swenson opposed due to insufficient funding for highway trucks and unneeded additional funding in municipal facilities land acquisition.

Chair Bickford made a motion to recommend \$65,000 for the Expendable Trust Funds per the Board of Selectmen list of December 13, 2016. Selectman Swenson seconded the motion. Motion passed 3-0-0.

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RSMS

The funding sources were reviewed and discussed but no official action taken at this time.

Adjourn

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

The meeting was adjourned at 4:57p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

Final Approved 03-06-17