

*New Durham Board of Selectmen Meeting
December 5, 2016*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
December 5, 2016**

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes – absent

Also Present:

Scott Kinmond, Town Administrator
Clayton Randall, resident
Susan Randall, resident
Terry Jarvis, resident

Call to Order

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

Selectman Swenson stated he would prefer to avoid making any significant decisions noting Selectman Anthes absence tonight.

Public Input

None.

Agenda Review

Selectman Swenson stated he has some additional budget account reviews but doesn't want to make decisions due to Selectman Anthes absence. The accounts needing additional review include 4150- Finance; 4415 – Other Agencies; 4550- Library; 4210- Police Department and 4324- Solid Waste.

Town Administrator Kinmond added under New Business: the 2017 Holiday Schedule. The proposed dates for closing Town offices were reviewed and discussed.

Fire Department Ambulance Bids

Town Administrator Kinmond stated the bid for the ambulance was opened and a summary was distributed for review. One of the bidders stated they would not be able to provide a bid due to the bid specifications which were that it be a Dodge. Fire Chief Varney wants to stay with a diesel motor but prefers to not have a Ford due to concern on longer term potential mechanical issues. Town Administrator Kinmond stated a single bid was received from Sugarloaf Ambulance and Rescue Vehicles of Maine in the amount of \$260,929.98 with prepaid discount to \$259,929.98 and a trade allowance of \$3500. Town Administrator Kinmond stated he is working with some colleagues to see about getting other pricing/bids. It was agreed by consensus that further pricing research is needed.

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Policy Review Committee

Town Administrator Kinmond distributed a memo for review. Terry Jarvis, resident, pointed out there are some existing policies including those regarding snow removal. Policy Review Committee member S. Randall was asked if she had any additional input on the memo draft and she expressed with the removal of a sentence on highway indicating no policies she had no other changes.

Employee Luncheon

Town Administrator Kinmond presented a request to close the Town offices on December 19, 2016 from noon - 1:00 p.m. for an employee Christmas potluck dinner. Chair Bickford stated he would prefer to keep offices open during that hour and have employees take turns helping people who come in for business. Selectman Swenson stated there is enough notice and he had no problem with the one hour closing.

2017 Tax Abatements

Town Administrator Kinmond explained that due to the MS-1 being submitted in September this needs to be done again to get the bills on the correct assessment rate for the second billing. The list was reviewed and discussed by the Board. Selectman Swenson asked Town Administrator Kinmond to verify the next billing and confirm the abatements and then the full Select Board could act on them at the next meeting.

COMSTAR Annual Transfer of Payment

Town Administrator Kinmond explained this is for November 1, 2015 through November 30, 2016.

Selectman Swenson made a motion to authorize the Finance Officer to transfer \$4,617.41 from the Town's Project Sub Account Ambulance Fund to the General Fund for the purposes of the ambulance services payment from November 1, 2015 to November 30, 2016. Chair Bickford seconded the motion. Motion passed, 2-0-0.

Old Business

Logging Easement Agreement Request – Clayton and Susan Randall

The draft agreement was reviewed and discussed. Mr. Randall stated the logger should be noted as the party signing the easement. Chair Bickford stated it should be the person having the liability and insurance. It was noted the logger would have the insurance and bond and would be submitted a packet as necessary. Town Administrator Kinmond agreed. Further edits and clarification were made to the draft agreement. Selectman Swenson stated this document could be a template to be used universally for anyone looking for right of way access or easement on Town property in the future.

Chair Bickford made a motion to approve a temporary right of way agreement as amended with ending date of May 31, 2017 between Austin Tremblay and the Town of New Durham for use of the Solid Waste facility / Highway Department area for logging purposes. Motion failed for lack of second.

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Selectman Swenson explained his concerns with the specifics in the motion. He would prefer it be more universal as the Board did not have the specific logger's company name. Town Administrator Kinmond suggested referencing the map / lot information.

Selectman Swenson made a motion to approve a temporary right of way agreement as amended on December 5, 2016 with the grantee being the logger defined by for Map 252 Lot 66 owner and applies to Map 252 Lot 62 said agreement to end May 31, 2017. Chair Bickford seconded the motion. Motion passed, 2-0-0.

Impact Fees

Town Administrator Kinmond stated Building Inspector Varney verified the properties in question regarding occupancy permits. No action was taken until the next Select Board meeting.

CIP Plan Review

Edits were reviewed and discussed. Selectman Swenson explained the rationale and recommendations made by the Planning Board and these were reviewed. Selectman Swenson also stated that to be fair Selectman Anthes needed to be a part of the decision process on CRF/ETF funding. Town Administrator Kinmond suggested keeping the budget flat this year and explained the totals he recommended. There was further discussion about the funding for Library expenditures and who has the responsibility for expending funds. Terry Jarvis, resident, stated that it was her understanding that interior Library items comes from the Library Trustees and exterior Library issues are covered by the Town Building Improvement funds. It was agreed further discussion with the full Board of Selectmen is needed and Town Administrator Kinmond will see if Selectman Anthes can be available by phone for the next meeting if he is unable to be physically present.

Holiday Schedule

Chair Bickford made a motion to approve the schedule of 2017 holidays proposed December 5, 2016. Selectman Swenson seconded the motion. Motion passed, 2-0-0.

Public Input

Ms. Jarvis stated that Frisbee Memorial Hospital contracts to provide ambulance transport services outside of Rochester. She suggested that may be an option and paramedics are guaranteed to be available 24 hours. There was further discussion of the costs with training and maintaining EMS certifications.

Chair Bickford made a motion to enter nonpublic 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. Selectman Swenson seconded the motion. Motion passed, 2-0-0.

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

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The Board entered nonpublic session at 9:05p.m.

The Board reentered public session at 10:06 p.m.

While in non-public session the Board discussed a personnel issue.

Chair Bickford made a motion to seal the non-public minutes of December 5, 2016 due to divulgence of this information would likely affect adversely the reputation of any person other than a member of the Board. Chair Swenson seconded the motion. Motion passed, 2-0-0.

Selectman Swenson made a motion to change Jen Nadeau from a scheduled part time employee to a per diem part time employee as assigned starting on December 13, 2016 at a rate of \$25 per hour until such time as a Finance Manager position is filled and trained. Chair Bickford seconded the motion. Motion passed, 2-0-0.

Selectman Swenson made a motion to approve the position posting for the Finance Manager position as developed by TA Kinmond and amended December 5, 2016. Chair Bickford seconded the motion. Motion passed, 2-0-0.

Adjourn

Selectman Swenson made a motion adjourn. Chair Bickford seconded the motion. Motion passed, 2-0-0.

Adjourned at 10:10 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

Final Approved 01-05-17