

NEW DURHAM BOARD OF SELECTMEN MEETING
New Durham Town Hall
February 18, 2016, 7:00p.m.

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator
Terry Jarvis, resident
Clayton Randall, resident
Susan Randall, resident
Dot Veisel, resident
Ellen Phillips, resident
Mark D'Entremont, resident
Michele Kenderick, resident
Wendi Fenderson, resident
Cathy Allyn, resident

Call to Order

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

Appointments/Announcements

Selectman Swenson made comments relative to Carole Ingham, Town Clerk/Tax Collector's retirement and thanked her for her many years of service. (See Attached)

Public Input

Clayton Randall, resident, gave comments in regards to the article in *The Baysider* by Chair Bickford. Mr. Randall stated some statements made were incorrect and that at least three employees left because of issues going on in the Town. Chair Bickford replied that Mr. Randall can't speak for the people. Terry Jarvis, resident, clarified Carole Ingham is an elected official but is also a Town employee, accountable to the Board of Selectmen. Mr. Randall stated he would like an update on the Meetinghouse and where the \$35,000 figure came from that was presented at Town Meeting. He stated the 1772 Meetinghouse Committee is against it. Chair Bickford asked how that would be known because the committee has not met. Chair Bickford stated the proposal came from Mr. Fifield and some money would come from the undesignated fund balance. Selectman Swenson clarified the details were discussed at a prior BoS meeting in which that budget account was discussed and it is a guideline for the proposal and not the accepted contracted amount. Mr. Randall asked if Chair Bickford had met with Aaron Sturgis yet as he said he would be doing and whether the LCHIP grant will still be available. Chair Bickford replied the grant would be available, and he has left telephone messages for Mr. Sturgis. Selectman Swenson clarified there is no guarantee that an extension can be obtained

again and it would be appropriate to use the money in 2016 to assure availability of the grant funding. Cathy Allyn, 1772 Meetinghouse Committee Chair., stated the problem was the Fifield proposal was submitted without the official request of the Meetinghouse Committee and explained the Committee's view of the project as wanting the best possible restoration outcome.

Ellen Phillips asked if the Board of Selectmen is going to approve four full time police officers as proposed by the Interim Police Chief. Chair Bickford replied they haven't decided. Selectman Swenson clarified the Town has not yet voted the Budget approval..

Agenda Review

Selectman Swenson added under Old Business: Finalize ZBA Nominations.

Old Business

Request for Police Officers

Robert Fitzsimmons, Interim Police Chief, presented a request to hire three full time police officers. He stated a resignation was received from a full time officer today and the other full time officer is actively seeking other employment.

Mr. Fitzsimmons presented documentation supporting a request for wage increases for Police Officers and the Administrative Assistant. He stated the process for hiring takes time and they could be down to one full time officer in a matter of weeks. He also noted some communities are also offering signing bonuses now. Selectman Swenson confirmed that four full time officers were in the 2016 budget and stated he has no problem giving Mr. Fitzsimmons the approval to move forward with posting the positions. Town Administrator Kinmond presented information regarding wages and this was reviewed and discussed. The cost breakdown of the wages was also discussed along with the costs of sending individuals to the police academy.

Selectman Anthes made a motion to allow Town Administrator Kinmond and Interim Police Chief Fitzsimmons to advertise and recruit in accordance with the Town's hiring policies for full time police officers with a salary range of \$18.38 per hour to \$23.76 with final wage determination to be set by the individual's education, training and experience and following the interview process by the Board of Selectmen. Chair Bickford seconded the motion.

Selectman Swenson made an amendment to the motion to allow Town Administrator Kinmond and Interim Police Chief Fitzsimmons to advertise and recruit in accordance with the Town's hiring policies for full time police officers. Motion died for lack of second.

Original motion passed, 3-0.

Request from Forest Fire Warden

Town Administrator Kinmond presented a request from Fire Warden David Stewart regarding State statutes and reappointment of fire wardens.

Chair Bickford made a motion to recommend to the Director of the New Hampshire Forest Protection Bureau, David Stewart be reappointed as Forest Fire Chief Varney Warden for the Town of New Durham. Selectman Swenson seconded the motion. Motion passed, 3-0.

Chair Bickford made a motion to recommend to the Director of the New Hampshire Forest Protection Bureau, that Marc Behr, Kevin Ruel, Liam Smith, Don Vachon, Michael Varney, Peter Varney, Shawn Edeman, Eric Guiles, Cameron Libby and Robert Stewart be reappointed as deputy forest fire wardens for the Town of New Durham. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Inspector of Elections

Wendi Fenderson, resident, was introduced as a nominee for inspector of elections.

Chair Bickford made a motion to nominate Wendi Fenderson as Inspector of Elections. Selectman Swenson seconded the motion. Motion passed, 3-0.

Town Audit and Tax Collector/Town Clerk Audits

Town Administrator Kinmond stated he has not been able to get any quotes due to the lack of a formal RFP. He noted that with the retirement of the Town Clerk and the need for exit audits, requested waiving the purchasing policy in order to get the audit scheduled.

Chair Bickford made a motion to waive the purchasing policy due to the inability to obtain the necessary quotations for services given the timeline required for the Tax Collector succession of office audit pursuant to RSA 41:36 and to furthermore in concert complete a 2015 financial audit. Selectman Anthes seconded the motion.

Selectman Swenson made an amendment to the motion to accept the letter from the previous auditing firm of Plodzick and Sanderson of Concord, New Hampshire for auditing services of Town Financial Audit for fiscal year 2015 and Town Clerk Tax Collector succession audit pursuant to RSA 41:36 in the amount of \$14,800. Chair Bickford seconded the amendment for discussion. Discussion: Chair Bickford asked if the succession audit was included in the \$14,800. Town Administrator Kinmond stated it was given a price not to exceed \$1,000 for that.

Selectman Swenson made a motion to amend the amendment to include a not to exceed amount of \$16,000. Chair Bickford seconded the amendment. Discussion: Selectman Swenson stated he is not comfortable keeping these separate motions. Town Administrator Kinmond explained the original wording of the motion. Selectman Swenson explained that when you have a waiving of the purchasing policy it needs to be tied to the purchase order and amount.

Chair Bickford rescinded his motion. Selectman Swenson rescinded his amendments.

Selectman Swenson made a motion that the Board of Selectmen waive the purchasing policy due to the inability to obtain the necessary quotations for services given the timeliness required to complete the tax collector succession of office audit pursuant to RSA 41:36 and to furthermore in concert to complete a 2015 Town financial audit and to accept the letter of commitment from the immediate past audit firm, Plodzick and Sanderson of Concord, New Hampshire for auditing services of A) Town financial audit of fiscal year 2015 and B) tax collector succession of office audit pursuant to RSA 41:36 for the amount of \$16,000. Chair Bickford seconded the motion. Motion passed, 3-0.

Tax Maps

Town Administrator Kinmond presented a purchase order to CIA Topographic Associates for professional support services putting tax maps on the website.

Chair Bickford made a motion to approve the CIA Technologies agreement dated January 6, 2016 and runs from March 9, 2016 to March 8, 2017, invoice #1654, in the amount of \$1,800. Selectman Swenson seconded the motion. Motion passed, 3-0.

Wolfeboro T.V. Memorandum of Understanding

The memorandum was reviewed and discussed. Wolfeboro T.V. has requested having a refreshed policy as there has not been one since 2005. Selectman Swenson noted they need to identify if some of the issues they are having are due to Wolfeboro T.V., Metrocoast, equipment, etc. He stated there needs to be a collaborative effort with Spaulding Hill, Metrocast and Wolfeboro T.V. to determine the cause of issues. Town Administrator Kinmond stated he would be working with them to address the issues before the next meeting. Terry Jarvis, resident, noted there is a more recent version than 2005 for the IT policy. There was discussion of a Board of Selectmen member being on the WCTV board. Selectman Swenson further stated he could not support the Memorandum of Understanding as currently drafted and suggested a completed rewrite be undertaken. By consensus the BoS agreed to have this done.

Chair Bickford made a motion to appoint Selectman Anthes to the Wolfeboro Community TV board. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Town Clerk/Tax Collector Job Description

Town Administrator Kinmond presented a copy of the job descriptions for review. There was discussion about this position as well as the deputy positions. Selectman Swenson noted there are major wording requirements for these job descriptions. Town Administrator Kinmond gave an overview and history of the job description. There was discussion of reducing the positions from full time. Selectman Swenson stated it would be a disservice to the Town to remove the second position. Town Administrator Kinmond stated the Town Clerk and deputy clerk positions currently require 63 hours per week of staff time and the Tax Collector position requires less. Selectman Swenson indicated that the combination of positions being reviewed require 80 hours or the equivalent of two

full time positions as the Town currently has. Stephanie Mackenzie, Deputy Town Clerk, noted it takes four years for someone to become certified for the Town Clerk/Tax Collector positions and stated she hopes they will consider making the positions full time. It was also noted that per RSA requirements the individuals for Town Clerk and Deputy Town Clerk must be residents of New Durham. Ms. Jarvis suggested hiring the Town Clerk as Deputy Tax Collector and Tax Collector as Deputy Town Clerk. Selectmen Bickford felt that the job could be part time.

Selectman Swenson made a motion to authorize the Town Administrator to advertise for the position of Tax Collector/Deputy Town Clerk until filled and to collect applications with a beginning interview date in March 2016 and a wage range of \$15.81 and \$17.91. Selectman Anthes seconded the motion. Motion passed, 3-0.

The position of Town Clerk/Deputy Tax Collector will be revisited after the elections.

Highway Department Purchase Order – Road Salt

It was confirmed the price per ton is the same as last year and is from Granite State Minerals through the State bid contract.

Chair Bickford made a motion to waive the purchasing policy and utilize the State of New Hampshire Department of Transportation purchasing contract bid in the amount of \$55.85 per ton which will award the contract to Granite State Minerals of Portsmouth, New Hampshire, in the amount \$76,505 for the purchase of bulk ice control salt. Selectman Anthes seconded the motion. Motion passed, 3-0.

Town Administrator Kinmond presented information regarding the testing of “magic salt” which adds a byproduct of the distilling process and allows applying a reduced amount of salt, helps it operate at lower temperatures, and reduces refreezing. He stated he has discussed this with Road Agent Clarke and explained the environmental and savings benefits. Town Administrator Kinmond stated he has discussed this with the members of the Highway Department to test out using this product.

Department of Public Works Office Clerk

Town Administrator Kinmond stated interviews have been conducted and presented a recommendation to make an offer to candidate #1.

Selectman Swenson made a motion to make a conditional offer of employment to Candidate 1 for the position of the Department of Public Works Office Clerk at a rate of \$14.61 per hour. Selectman Anthes seconded the motion. Motion passed, 3-0.

Zoning Board of Adjustment Nomination

Chair Bickford made a motion to appoint Janis Anthes to the Zoning Board of Adjustment as an alternate member. Selectman Swenson seconded the motion. Motion passed, 2-0-1. Selectman Anthes recused.

Warrant Article Review

The voting requirements and recommendations by the Board of Selectmen on warrant articles were discussed. There was also discussion of the State statutes and whether this information should be included on the ballot or as separate information. It was noted the ballots may already be printed and possibly sent out to some absentee voters The consensus was Town Administrator Kinmond would look into attempting to make the correction.

Approval of Minutes

Meeting of January 12, 2016 – Public Meeting: Edits were made. **Selectman Anthes made a motion to approve the minutes as amended. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

Meeting of January 25, 2016 – Public Meeting: Edits were made. **Selectman Anthes made a motion to approve the minutes as amended. Chair Bickford seconded the motion. Motion passed, 2 – 1 (Swenson opposed).**

Motion was made by Chairman Bickford to enter Non-public session under RSA 91-A: 3, II (a) discipline & compensation and RSA 91-A: 3, II (c) reputation, seconded by Sel. Anthes.

Roll Call Vote:

Chairman Bickford	Aye
Sel. Swenson	Aye
Sel. Anthes	Aye

The Board entered non-public session at 10:09p.m.

Public session was reconvened at 11:12 p.m. Sel. Swenson summarized the non-public session, as that the board approved a wage adjustment for Administrative Assistant I (Assessing), to \$16.81 per hour, bringing it consistent with the job classification pay scale previously established.

Chairman Bickford stated he would like to find out if the 2016 Town Warrant/SB2 ballots have been printed/received- status, and whether it would be feasible to reprint them. TA Kinmond advised he would check in the morning with the Town Clerk and report his findings.

Chairman Bickford also asked TA Kinmond to determine whether the Deputy Town Clerk had to be a town resident.

Sel. Anthes made a motion to adjourn the meeting, Sel. Swenson seconded the motion, and it was moved 3-0. The meeting was adjourned at 11:28 p.m.

Adjourn

Respectfully Submitted,

Jennifer Riel, Recording Secretary

Final Approved 03-21-16 sdk