

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**March 21, 2016, 7:00p.m.**

**Present**

Chair David Bickford  
Selectman David Swenson  
Selectman Gregory Anthes

**Also Present:**

Scott Kinmond, Town Administrator  
Dot Veisel, resident  
Ellen Phillips, resident  
Elizabeth Cantrall, resident  
Clayton Randall, resident  
Susan Randall, resident

Initial Select Board meeting convened at 5:30 PM with an immediate motion to enter into non-public session. Motion by Selectman Bickford to enter into non-public session per RSA 91-A: 3, II (a) and (c). Second by Selectmen Anthes; Roll Call vote: Selectman Bickford Aye, Selectmen Swenson Aye, and Selectman Anthes Aye. Motion carries 3 – 0.

Select Board business was reconvened in public session at 7:04 p.m., in the Town Hall Meeting room.

Selectman Bickford made a motion to seal the non-public minutes because it was 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.

Roll call to seal the minutes:

Selectman Bickford Yes  
Selectman Swenson Yes  
Selectman Anthes Yes

**Call to Order**

Chair Bickford called the meeting to order at 7:04p.m.

Chair Bickford stated the Board of Selectmen during a non-public session interviewed a candidate for the Public Works Director position and a potential police officer interview.

**Appointments/Announcements**

None.

### **Public Input**

Clayton Randall, resident, asked for follow-up on the Deliberative Session issues including the Recreation Commission Director's raise and the wage study. Chair Bickford replied there would be discussion in April regarding wage increases. Selectman Swenson clarified they may have more information for making decisions from the wage study data, which has been started. A resident voiced concern about making the Recreation Director having to wait even longer for the wage study and a raise. Selectman Swenson noted they expect to have results by the end of April.

### **Agenda Review**

Selectman Swenson added Board of Selectmen representations for the Planning Board and CIP.

### **Department Reports/Issues**

#### **Board of Selectmen Representatives**

**Selectman Anthes made a motion that David Bickford continue as Chairman of the Board of Selectmen. Chair Bickford seconded the motion.** Discussion: Selectman Swenson stated 2015 was a difficult year in terms of leadership and voters have been very vocal about that. Selectman Anthes stated he disagrees and a lot of difficult decisions had to be made. Selectman Swenson stated decisions were made that resulted in significant losses to the Town. **Motion passed, 2-1-0. Selectman Swenson opposed.**

**Selectman Anthes made a motion to nominate himself as vice-chair. Chair Bickford seconded the motion.** Discussion: Selectman Swenson stated he strongly disagrees with this process of nominating oneself and questioned the ethical standards of it. He stated it is one thing to volunteer for a position. **Motion passed, 2-0-1. Selectman Swenson abstained.**

**Selectman Swenson made a motion to appoint Selectman Anthes be the CIP Board of Selectmen representative. Chair Bickford seconded the motion. Motion passed, 3-0-0.**

**Selectman Swenson made a motion to appoint Chair Bickford as the Planning Board of Selectmen representative.** Chair Bickford declined the appointment. **Motion died for lack of second.**

**Selectman Anthes made a motion to appoint Chair Bickford as the Board of Selectmen representative for the Budget Committee. Chair Bickford seconded the motion. Motion passed, 2-1-0. Selectman Swenson opposed.**

**Selectman Anthes made a motion to appoint Selectman Swenson as the Board of Selectmen representative to the Planning Board. Chair Bickford seconded the motion. Motion passed, 2-0-1. Selectman Swenson abstained.**

Liaison to Town Department:. Town Administrator Kinmond stated he presented liaison ideas for representatives for departments, so he put them out there so the Board of Selectmen could see and discuss resources available. It was agreed to postpone further decisions after review.

### **Old Business**

None.

### **Town Administrator's Report**

Town Administrator Kinmond stated they are still in the hiring process for the Department of Public Works Director and expects a decision to be made soon. He stated he sent the Board of Selectmen a memo relative to the review process in regards to the hiring of the Tax Collector/Town Clerk. He stated there were about 24 applications with 6 from New Durham. Interviews have been completed. Town Administrator Kinmond stated the hiring process for the police officers is still accepting applications. The interview process has begun for some of the certified applicants. He noted the deadline for acceptance to the Police Academy is coming up in late April.

**Chair Bickford made a motion to make a conditional offer of employment to Police Officer Candidate 1 at a rate of \$23.76 per hour and authorize the Town Administrator and the New Durham Police Chief to complete a pre-employment background check in accordance with the Town's hiring policy and NH Police Standards and Training Counsel. Selectman Anthes seconded the motion. Motion passed, 2-0-1. Selectman Swenson abstained. Selectman Swenson's stated his abstention was due to some additional due diligence as to background of the candidate was needed before a hiring decision could be made.**

### **Minute Review Process**

Town Administrator Kinmond suggested setting a meeting to go through the minutes to bring those minutes not yet approved into approved and web posted status. He stated the minutes are not all in the same place but Jen has been working on figuring out what drafts have been approved, posted, etc.

### **TDS**

Town Administrator Kinmond stated TDS will be working on a getting high speed internet (fiber optic) to the New Durham area and a draft franchise agreement was presented for review. There was brief discussion about the services in the area. Selectman Swenson stated that the TA needs to review the current Metrocast agreement to assure any compliance issues relative to TDS work have been addressed.

### **Milfoil Contract**

The contract for milfoil removal was reviewed and discussed.

**Selectman Swenson made a motion to issue a purchase order from the Town of New Durham to Diver / DASH Service from Aqualogic Intelligent Aquatic Management not to exceed \$4,200 and to authorize the Board of Selectmen Chair to sign the**

**contract documents and associated purchase order. Chair Bickford seconded the motion. Motion passed, 3-0-0.**

### **Dental Insurance Coverage**

Town Administrator Kinmond stated he met with the insurance representative and reviewed the Town's policies. He stated coverage was discussed and some changes were suggested and there was discussion of a vision rider as well. A quote was reviewed and discussed. Selectman Swenson noted the net savings is \$1,825.

**Selectman Swenson made a motion to upgrade the Town's dental plan with a savings of \$4,326.12 and add to the benefit vision plan at an annual cost of \$2,500.80 with a net savings to the Town of \$1,825. Motion died for lack of second.**

**Chair Bickford made a motion to authorize the Town Administrator to upgrade the Town's dental policy and vision benefits plan for the period of April 1, 2016 to April 1, 2017 in the amount of \$ 14,478.36 and furthermore authorize the Town to add dental plan for employees for the period of April 1, 2017 for the sum of \$2,500.80. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

### **Board of Selectmen Goals and Objectives**

Selectman Anthes stated he wants to redo policies and procedures including the hiring policy, the benefits package and compensation. Chair Bickford stated they need to look at the police detail compensation. He stated they also need to do something about the Fire Department renovation. Selectman Swenson stated that often people mix tactics, i.e. the "how to get there" items, from goals which are usually more strategic and broad in nature. . The goals Selectman Swenson outlined included: 1) Fulfilling all budget and service levels as defined by the voter approved operating budget (Article 2) and Articles 3 – 7; 2) Continue to adhere to the 8 % - 9 % guideline for the Town's reserve level; 3) Actively pursue sales of already defined property taken by the Town due to non-payment of taxes; 4) Develop building and equipment preventative maintenance recommendations / schedules (although Selectman Swenson noted this really is a goal for the new DPW Director); 5) Improve livestream and webcast quality; and 6) Implement decisions resulting from the ongoing Compensation Study as appropriate for the Town including employee performance evaluations, compensation philosophy, and wage/salary guidelines.

Town Administrator Kinmond explained the process available for improving the Internet / live streaming. He also suggested reviewing the meeting schedule and meeting three times per month. Selectman Swenson stated he is not in favor of three meetings per month and, in fact, feels that if organized and run correctly the number of meetings could be one per month with perhaps a special meeting if an emergency, etc. arose. Selectman Anthes stated he's comfortable with two meetings per month in addition to workshops as needed.

There was discussion about setting up meetings with the 1772 Meetinghouse Committee to move forward with Phase I & Part of Phase II of the restoration.

**Approval of Minutes**

Meeting of March 14, 2016 – Public Session, 7:00p.m. – Edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

Meeting of March 14, 2016 – Public Session, 1:00p.m. – Edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

Meeting of March 7, 2016 – Public Session – Edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

Meeting of February 18, 2016 – Public Session – Edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Other**

Selectman Anthes stated he received an email from a resident regarding a 64% increase in taxes and stated he would be forwarding it to Town Administrator Kinmond.

**Chair Bickford made 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; (b) – the hiring of any person as a public employee; (c)-matter which, if discussed in public would likely affect adversely the reputation of any person and for purposes of reviewing non-public meeting minutes. Selectman Anthes seconded the motion.**

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

**The Board entered non-public session at 10:45p.m.**

The Board reconvened in the Town Hall meeting room at 11:52 p.m. Selectmen Bickford stated that they are returning from Non-public after discussing compensation, hiring and non-public minutes.

**Selectmen Bickford made a motion to seal the non-public minutes of March 21, 2016, as it may adversely affect the reputation of those other than the Selectmen. Selectmen Anthes seconded the motion. And it was passed 3-0.**

Roll call to seal the minutes:

Sel. Bickford Yes  
Sel. Swenson Yes

Sel. Anthes Yes

**Selectmen Bickford made a motion for a conditional hire for DPW Director Candidate #3, for the position at a rate of pay of \$30.00 per hour a salary amount of \$62,400, and authorize the Town Administrator to complete the necessary pre-employment background in accordance with the Town hiring policy. Selectmen Anthes seconded the motion, passed 3-0.**

**Selectman Bickford made a motion to set the Town Clerk,- Deputy Tax Collector's salary at \$19.50 per hour effective 3-14-16, seconded by Selectmen Swenson. Passed 3-0.**

**Selectmen Bickford made a motion to make a wage adjustment for part time Solid Waste Facility Attendant Leo Mondou to \$11.30 per hour effective 3-14-16, seconded by Selectmen Anthes, and the passed 2-1.** Selectmen Swenson noted he was not in favor due to the rationale that it is too close to the wage & benefit study results, and it would be better to wait for the report where, in fact, it may be that the rate should be higher.

**Selectman Bickford made a motion to make a wage adjustment for part time Police Officers James Saltzman and Jason Roy to \$19.00 per hour effective 3-14-16, seconded by Selectman Anthes.** Discussion: Selectmen Swenson stated his rationale on the previous wages adjustments, and that we should wait due to being close to the Wage & Benefit study, but does recognize that market conditions may at time cause adjustments to be made to retain and attract the right people. **The motion passed 3-0.**

**Selectmen Bickford made a motion to make a wage adjustment for full time Officer Jessica Haskins to \$19.00 per hour effective 3/14/16, seconded by Selectmen Anthes, and the motion passed 2-1.** Selectmen Swenson noted he was not in favor due to the rationale that it is too close to the wage & benefit study results, and it would be better to wait for the report in this case.

**Selectman Bickford made a motion to adjourn the meeting, Selectmen Anthes seconded the motion, and it was moved 3-0.**

The meeting was adjourned at 12:03 a.m., on March 22, 2016.

Respectfully Submitted,  
Jennifer Riel, Recording Secretary  
And  
Scott D. Kinmond  
Town Administrator

Final approved 041816

