

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

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Fire Department Community Room  
June 13, 2016, 1:00p.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 1:00p.m.

**Public Input**

None.

**Old Business**

**Park and Recreation Hires**

Town Administrator Kinmond stated the two week vetting period has been completed for the beach attendant hires.

**Selectman Swenson made a motion in accordance with the Town's Hiring Policy to authorize Town Administrator Kinmond to issue a conditional offer of employment to Allison Perkins as Seasonal Beach Attendant at a rate of \$8.00 per hour contingent with successful completion of water safety and CPR certifications, effective hire date to be on or about June 14, 2016. Chair Bickford seconded the motion. Motion passed, 3-0-0.**

**Selectman Swenson made a motion in accordance with the Town's Hiring Policy to authorize Town Administrator Kinmond to issue a conditional offer of employment to Bradley Hendricks as Seasonal Beach Attendant at a rate of \$8.00 per hour contingent with successful completion of water safety and CPR certifications, effective hire date to be on or about June 14, 2016. Chair Bickford seconded the motion. Motion passed, 3-0-0.**

**Town Administrator's Report**

**Contract Assessor**

Town Administrator Kinmond stated the contract assessor, Jeff Earls, is contracted for up to 160 hours for 2016. He explained there were nearly 40 abatements this spring, which added time. He noted YTD used is 163 hours. Town Administrator Kinmond stated there are budget monies available for an additional 8 hours. Selectman Swenson confirmed there is no action needed. Town Administrator Kinmond stated Mr. Earls would keep him updated with usage going forward. Chair Bickford stated it seems to be high usage of

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hours this spring. Town Administrator Kinmond explained the hours spent meeting with taxpayers as well due to abatement and reassessments needs.

**Recommittal Warrant**

Town Administrator Kinmond stated he met with the auditors and it was explained the data document they signed needs to be formalized by the auditor to complete the process. It was also noted the Town Administrator and Finance Officer are the ones responsible for signing and validating the data document. It was clarified the documents will be reviewed and signed by the appropriate individuals for final review and action by the Board of Selectmen.

**IMC Mobile Upgrades**

Town Administrator Kinmond explained the first step was started by the Interim Police Chief to improve IMC information sharing with Strafford County. There were already some costs with Spaulding Hill Networks and Internet upgrades. Town Administrator Kinmond stated the recommended next step is improving units for transmitting signals back from vehicles which includes a docking station in the vehicles and ruggedized mobile work station. It was clarified the goal is to improve communications and noted there is no particular discounts for getting two or one tablet unit at this time. The pros and cons of the tablet upgrades were discussed. Town Administrator Kinmond confirmed the funds were budgeted in the operational budget. Chair Bickford questioned investing in such expensive tablets. Town Administrator Kinmond replied the units used in vehicles are different for absorbing shock and are specifically setup for these type of operations. Selectman Anthes stated he doesn't want to take the funding from the operation budget of the Police Department and wants to find another source of funding. Selectman Swenson suggested more information needs to be found regarding funding before any decision can be made.

**Meetinghouse Committee**

A memo with two (2) motions was received from Janis Anthes of the Meetinghouse Committee to the Board of Selectmen for comment and action.. Selectman Anthes stated he attended the meeting as a member of the public and gave an update on moving forward with the restoration work. Selectman Swenson concurred with wanting to ensure the preservation work does not leave the building exposed to the elements. He suggested working with the Facilities / Public Works Director for some coordinating assistance as well. Chair Bickford stated he is concerned with taking care of foundation work without other things being done as well and referenced the 2016 warrant article. There was discussion on getting further information from Stephen Bedard regarding work and pricing for an RFP. Selectman Swenson suggested they need more than just one individual being involved in developing an RFP, and is opposed to Mr. Bedard being the developer but does not mind him being involved. Town Administrator Kinmond concurred with having a meeting with more of the individuals involved.

Selectman Swenson summarized the discussion to have Steve Bedard develop a Preservation Plan at no cost with a meetinghouse committee designee and then have the Town to develop an RFP from the preservation plan and send out to potential contractors

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(minimum of 3). Selectman Anthes stated he wants to be sure to know the costs of timber framing, foundation work and potential plaster work. He stated there are also serious problems with the roof that need to be looked at. There was further discussion of how to proceed with obtaining bids to move forward with the work.

**Chair Bickford made a motion to ask Steve Bedard about a plan and RFP with cost. Motion died for lack of second.**

There was further discussion of how to proceed with obtaining bids to move forward with the work. There was also discussion on the anticipated uses for the restored building. Chair Bickford and Selectman Anthes stated they need to move on to get things done because it was made a warrant article. **Chair Bickford made a motion to ask Steve Bedard about a plan and RFP with costs for repairs in 2016 to the 1772 Meetinghouse. Selectman Anthes seconded the motion.** Discussion: Selectman Swenson stated the wording needs to be rephrased for clarity. **Motion failed, 1-2-0. Selectman Swenson and Selectman Anthes opposed.**

Selectman Swenson indicated that there is a key issue on the Meetinghouse restoration issue and that is the difference of opinion between doing a “restoration to structure” versus a “restoration to use”. In a “restoration to structure” only work sufficient to have the structure continue to be in place would be done. In a “restoration to use” approach the restoration would be done so the building could be used for a purpose.

**Selectman Swenson made a motion to request Steve Bedard to prepare a statement of work needed to be done in 2016 to stabilize the structure, foundation and roof of the 1772 Meetinghouse including estimate of cost. Selectman Anthes seconded the motion.** Discussion: Selectman Anthes asked if they have the funds to pay Mr. Bedard if he requests payment. **Selectman Swenson withdrew his motion.**

**Selectman Swenson made a motion to request Steve Bedard to prepare at no cost a statement of work needed to be done in 2016 to stabilize the structure, foundation and roof of the 1772 Meetinghouse including estimate of cost. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

Selectman Swenson suggested a joint meeting would still be appropriate with the 1772 Meetinghouse Committee and Mr. Bedard. Town Administrator Kinmond will contact Mr. Bedard.

### **Public Participation Policy**

The revision of 6/9/16 was reviewed and discussed by the Board of Selectmen.

### **Thornton and Associates Wage Study**

Town Administrator Kinmond distributed items provided by Mr. Thornton who was unable to be present for the meeting. This was reviewed and discussed. Town Administrator Kinmond explained where current employees fall on the wage scale range.

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Selectman Swenson stated they were missing benefit comparison and it is still somewhat incomplete.

Selectman Swenson noted that there are three areas for the Board of Selectmen to discuss so that the results of the study can be applied. These are: 1) Board to review those individuals that currently fall outside the first quartile and make a determination as to any action. 2) Board to review all positions and make a determination as to whether any one or more positions need to be at a different quartile level based on market or other conditions. 3) Board to review comparative benefit information and determine whether any adjustments in benefits should be made.

It was estimated that the first two above items could be done at one Select Board meeting with some of that meeting needing to be in non-public. The third item could be covered in a second Select Board meeting. No specific date was set during for these discussions.

**Approval of Minutes**

Postponed.

**Selectman Anthes made a motion to enter into non-public 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, & (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing of filed against the public body for the purposes of discussing employee matters. Chair Bickford 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 4:00p.m.

Respectfully Submitted,  
Jennifer Riel, Recording Secretary

The Board returned to public session at the 5:25 p.m.

**Chairman Bickford made a motion to seal the non-public minutes due to adversely affecting the person's reputation. Selectman Anthes seconded the motion.**

**Roll Call vote:**

**Chairman Bickford Aye**  
**Selectman Anthes Aye**  
**Selectman Swenson Aye**

**Motion passed 3-0.**

Chairman Bickford stated that from the nonpublic session the board wished to report and take the following actions:

1. **Resignations:** Chairman Bickford reported that Patty Tollner has resigned from the Meetinghouse Committee and Police Officer David Daniels Jr. has resigned his position as Police Officer. The board acknowledged by consensus these resignations.
2. **Police Officer Hiring:** Selectman Swenson made a motion to authorize the Town Administrator to issue a conditional offer of employment to Police Officer Candidate #2, Taylor Griffin for the position of Police Officer at a hourly rate of \$17.46 (95% of the certified hourly rate of \$18.38) contingent upon the necessary pre-employment screenings and background checks, conditions set forth by the NH Police Standards & Training and execution of Employment/Training Contract. Selectman Anthes seconded the motion and the motion passed 3-0.
3. **Bernier Litigation negotiated settlement:** Chairman Bickford made a motion to authorize the Town Administrator to coordinate the payment of the following to Shawn Bernier for payment of unpaid leave accruals and loss detail wages, as part of a negotiated agreement per docket# 219-2015-CV-00326, said expenses to be paid as follows: Wages & loss wages from PD Account 01-4210-10-150 in the amount of \$23,037.30 and benefit costs in the amount of \$7,342.77. The motion was seconded by Selectman Anthes, and the motion passed 3-0.
4. **Legal Opinion Authorization:** Selectman Swenson made a motion to authorize the Town Administrator to release the legal opinion from New Hampshire Municipal Association (NHMA) legal to a resident on his Right to know request. The motion was seconded by Selectman Anthes and the motion passed 3-0.

Selectman Swenson asked TA Kinmond to send an electronic copy of the employees wage sheet for his use in the wage & benefit work.

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

The meeting was adjourned at 5:34 p.m.

Respectfully submitted

Scott D. Kinmond

Town Administrator

Final Approved 06-27-16

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