

*Board of Selectmen Meeting
August 29, 2016*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
August 29, 2016, 5:30p.m.**

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Call to Order

Chair Bickford called the meeting to order at 5:30p.m.

Chair Bickford made a motion to enter to non-public session pursuant to RSA 91-A: 3 II (b) – the hiring of any person as a public employee. RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee and (c)- matter which, if discussed in public would likely affect adversely the reputation of any person. Selectman Anthes 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 5:32p.m.

The Board reentered public session at 6:36p.m.

Public Session held jointly with Budget Committee

Budget Committee Present: David Curry, Chair; Cathy Orlewicz; Ellen Phillips, Terry Jarvis, David Shagoury,

Present for Public Board of Selectmen Session:

Scott Kinmond, Town Administrator
Terry Jarvis, resident
Dorothy Veisel, resident
David Curry, Budget Committee
Jim St. Jean, St. Jean Auctioneers
Scott Reed, St. Jean Auctioneers
Bob Chase, resident
J. Swenson, resident

Chair Bickford stated that while in non-public, the Board conducted interviews.

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Budget Committee

David Curry gave an overview of the timeline for the budget process and stated at the last Budget Committee meeting there was a discussion of the budget meeting schedule. Town Administrator Kinmond presented some suggestions regarding condensing the budget presentation process by having joint Select Board and Budget Committee meetings for Department Head budget presentations. He stated the MS-1 worksheet is not complete but it appears there may be a reduction in taxable property values and there have been a large number of abatements this year. This may result in a reduction in property tax revenues for 2017.

Terry Jarvis, resident, asked the Select Board's plan for returning properties to the tax rolls. Town Administrator Kinmond replied there was Select Board consensus to auction several tax deeded properties.

There was discussion of details expected in the budget this year as well as funding sources. Ms. Jarvis suggested establishing Expendable Trust Funds for selected operational and maintenance activities. Selectman Swenson is not in favor. There was discussion of budgeting for employee benefits; salary funds.

Mr. Curry reviewed the guidelines for budget requests noting it is a zero-based budget and stated all requests need justification. Historical estimates can be used but rationale must be given. He stated the budget goal is level plus or minus 1%. Additionally, budget information needs to be provided that assesses vehicle maintenance changes done in 2016 and a better understanding of the energy expenses.

The date for the Deliberative Session was discussed and was set for Monday, February 6, 2017 at 7 PM at the New Durham Elementary School.

The Public Hearing for the budget was set for January 11, 2017.

Mr. Curry suggested a joint meeting with the Board of Selectmen and Budget Committee for December 14, 2016 to finalize budget.

The Budget Committee meeting for budget review of the third quarter is October 19, 2016 at 7:00p.m.

Joint meeting of the Select Board and the Budget Committee ended at 7:47 PM as the Budget Committee adjourned their meeting. Select Board meeting continued.

St. Jean Auctioneers

Jim St. Jean, St. Jean Auctioneers, stated he reviewed the tax deeded properties and suggested moving forward with auctions of them this fall. He explained the different types of auction including absolute and reserve, giving his recommendations. Chair Bickford clarified there are some properties on the list they do not want to sell. Potential dates for the auction were discussed including 10/29/16 or 11/05/16. St. Jean needs about 4 weeks ahead of auction date for advertising, etc. There would be no cost to the Town as St. Jean will pay for advertising, etc. The Board will let Mr. St. Jean know at a later date whether they will proceed with St. Jean as the auctioneer. It was stated that the

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assessed value of the property on the auction list provided by TA Kinmond was approximately \$760,000 with a tax indebtedness of approximately \$260,000. Mr. St. Jean indicated that usually a 35% of assessed value is obtained through the auction process.

Selectman Anthes confirmed the next Board of Selectmen meeting they will meet with another auctioneer, to discuss dates and auction types, and that properties will be offered to abutters first.

Public Input

Terry Jarvis, resident, asked for a public packet for the meeting.

Agenda Review

Town Administrator Kinmond added discussion of scheduling review of MS-1 worksheet. He received a draft today and has questions on items.

Elections

Chair Bickford stated at the prior School Board meeting they voted to not have school in session during elections. Town Administrator Kinmond will contact the Superintendent for clarification, noting there are rules the Town Clerk has to follow for setting dates in conjunction with the school schedule.

Town Administrator's Report

Town Administrator Kinmond presented a timeline for taking care of the tax deeded properties for review. TA Kinmond also indicated that the current version of the MS1 report may need revising due to additional expense which needed to be included.

Town Administrator Kinmond stated the votes were put out for employee recognition and the employee appreciation luncheon was set for September 14, 2016; suggestions for locations were presented. Other awards were also discussed.

New Business

Police Officer Appointments

Town Administrator Kinmond presented for review, a staff report on the part time appointment.

Chair Bickford George Joy of Strafford NH as a part time police officer at an hourly rate of \$22.00, contingent upon the necessary pre-employment screenings, physical examination and background checks, conditions set forth by the New Hampshire State Police Standards and training. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to authorize Town Administrator Kinmond to issue a conditional offer of employment to Jameson Young of Strafford, NH, at the hourly rate of \$17.46 until completion of Police Academy requirements contingent upon the necessary pre-employment screenings, physical examination and background

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checks, conditions set forth by the New Hampshire State Police Standards and training. This begins the two-week vetting period per the Town's Hiring Policy. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Fire Department Purchase Order

Selectman Anthes made a motion to authorize purchase order #2335 to Lakes Region Fire Apparatus of Tamworth, NH in the amount of \$3,665.25 for the 2006 Ford Ambulance. Said expenditure to come from the Fire Department account 01-4220-10-660. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Police Department Purchase Order

Chair Bickford made a motion to authorize purchase order #0366 to Tritec Software Systems of Marlboro, MA in the amount of \$5,135 for the purchase of the IMC Mobile Software licenses and annual maintenance fees and authorize the Chairman to sign the necessary documents and purchase order. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Equipment Rental

The hourly rate for transportation, time being used here, and other costs were discussed as well as the funding options.

Selectman Anthes made a motion to authorize purchase order #2293 to South of Londonderry, NH in the amount of \$4,400 for one-month rental of a CAT 312EL with dig tilt bucket HD equipment plus \$300 transport cost each way to be charged to line account 01-4312-10-440. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Paving Bids

Selectman Swenson made award the 2017 paving bid to F.R. Carroll of Limerick, ME in the amount of \$ 285,068.54 and to authorize the Chairman to sign the bid award and notice to proceed documents. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Inspectors of Elections Appointment

Chair Bickford made a motion to appoint Marjorie Moore, Grace Gelinas, Paula Gehl, Tatiana Cicuto, and Donna Young as Alternate Inspectors of Elections and waive the two week vetting period with term to expire August 1, 2017. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to appoint Richard Leonard as Inspector of Elections with term to expire on August 1, 2017 and to waive the two-week vetting period due to time being of the essence. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

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Chair Bickford made a motion to appoint Richard Currier, Wendy Fenderson, Shirley Currier, Teresa Jarvis, Joan Swenson, David Shagoury, Sherry A. Joy, Howard Allen, Shirley McCormick, Cynthia Quimby, Rich McCormick, Angela Pruitt as Alternate Inspectors of Elections with term to expire August 1, 2017 and to waive the two-week vetting period due to time being of the essence. Selectman Anthes seconded the motion. Motion passed, 2-0-1. Selectman Swenson abstained.

Chair Bickford made a motion to appoint Fred Quimby as Inspector of Elections with term to expire on August 1, 2017 and to waive the two-week vetting period due to time being of the essence. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

New Durham Representative to NHMA Legislative Priority Meeting

Chair Bickford made a motion to appoint Selectman Swenson as an official voting delegate at the 2016-2017 NH Municipal Association Legislative Voting Policy Conference, September 23, 2016 at 9:00a.m. Selectman Anthes seconded the motion. Motion passed, 2-0-1. Selectman Swenson abstained.

Draft Policy Review – Complaint Policy and Community Room Policy

Edits were reviewed and discussed.

Middleton/New Durham Town Line Perambulation

Town Administrator Kinmond will check into cost estimates and will work to set up a date with White Mountain Survey and the Town of Middleton. Chair Bickford stated the law indicates they must perambulate every seven years; it was noted the costs are already in the budget.

Approval of Minutes

Meeting of August 15, 2016 – Non-Public Session, unsealed minutes: 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 August 1, 2016 – Public Session: Edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

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

The meeting was adjourned at 9:57p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary
Final Approved 01-09-17