

*New Durham Board of Selectmen Meeting  
October 27, 2016*

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Fire Community Room  
October 27, 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 1:10.m.

**Old Business**

**Office Clerk Job Description**

Town Administrator Kinmond stated edits were made. The draft was reviewed and discussed.

**Chair Bickford made a motion to accept the job description for the office clerk as presented on October 27, 2016. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond gave an overview of the interview process and presented suggestions for candidates. He noted the position does not add to the number of employees at Town Hall but will increase the hours for a part time position. Interviews were conducted the morning of 10/27/16 and the Interview Panel recommended Candidate #2.

**Selectman Swenson made a motion to enter into 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; (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. Selectman Anthes seconded the motion.**

**Roll Call: Selectman Swenson – Aye; Selectman Anthes – Aye; Chair Bickford – Aye. Motion passed 3 – 0 – 0.**

The Board entered nonpublic session at 1:21p.m.

The Board reentered public session at 1:51p.m.

Chair Bickford stated that while in nonpublic session the Board of Selectmen discussed the hiring of an office clerk at the Town Hall.

**Selectman Anthes made a motion to seal the minutes of the nonpublic session. Chair Bickford seconded the motion. Motion passed, 2 – 1 - 0.** Selectman Swenson opposed.

**Selectman Anthes made a motion to make a conditional offer of employment to Amanda Noyes of Rochester, NH at an hourly rate of \$14.61 and to begin the 2-week vetting period with start date of November 13, 2016. Selectman Swenson seconded the motion for discussion.** Discussion: Chair Bickford is opposed to having the start date in the motion as it would require waiving the hiring policy. **Selectman Anthes withdrew his motion.**

**Selectman Anthes made a motion to issue a letter of a conditional offer of employment to Amanda Noyes of Rochester, NH at an hourly rate of \$14.61 and to begin the 2-week vetting period. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

### **Budget Review**

#### **Account 4194 – General Government Buildings**

The account was reviewed. TA Kinmond suggested adding Line 10-330 for contracted mowing in the amount of \$2,210.

**Selectman Swenson made a motion to add line 10-330 to account 4194 in the amount of \$2,210 for contracted mowing services adding to the previously approved amount for an Account 4194 total of \$27,906. Chair Bickford seconded the motion. Motion passed, 3-0-0.**

#### **Account 4195 – Cemeteries**

The account was reviewed. Suggestions were made for adding lines for contracted services.

**Selectman Swenson made a motion to add line 330 to account 4195 in the amount of \$2,720 for contracted services for an Account 4195 total of \$5,200. Chair Bickford seconded the motion. Motion passed, 3-0-0.**

#### **Account 4196 – Insurance (Property / Liability)**

The account was reviewed but there has not been an official quote for insurance at this time. TA Kinmond indicated that a formal quote is not expected until sometime in mid-November. Selectmen Swenson indicated that given the current uncertainty in insurance costs the Board should postpone decision on this account budget until November.

**Selectman Bickford made a motion approve Account 4195 in the amount of \$59,500. Selectman Anthes seconded the motion. Motion passed, 2-0-1. Selectman Swenson abstained as there is not sufficient information to warrant a decision on this budget amount at this time.**

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**Account 4324 – Solid Waste Facility**

There was discussion of solid waste and recycling processing as well as the haul numbers. Selectman Swenson suggested using the average number of hauls experienced over the past couple of years and add one haul to assure any surge needed but use the lower rates quoted from the recent bids. There was further discussion of recycling and disposal rates and suggested the worksheet needed to be reworked. Town Administrator Kinmond suggested following the Department Head's figures. There was extensive discussion of the budget.

**Chair Bickford made a motion to approve Account 4324 in the amount of \$241,960. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

**Account 4312- Highway Department**

Town Administrator Kinmond gave a summary of the budget lines. The budget was discussed and edits made to the salary line for the part time seasonal position and contract services. Selectman Anthes indicated he felt the budgeted total was too high. Selectman Swenson, Bickford, and TA Kinmond explained how in reality the budget, when comparing all lines, is really approximately \$10,000 below the prior year as Health Insurance lines are now in each of the department's budgets.

**Selectman Swenson made a motion to approve account 4312 in the amount of \$824,376. Chair Bickford seconded for discussion.** Discussion: There was further discussion of the salary, contracting and equipment lines. **Motion passed, 3-0-0.**

**Account 4210 – Police Department**

There was extensive discussion of the budget lines. The benefits and retirement calculations were reviewed and explained. Selectman Bickford wants to eliminate the half-year full time Officer. Selectman Swenson indicated his main interest is in appropriate police coverage and is willing to place the 1,040 hours into the part time line making it 1,440 hours.

**Selectman Bickford motion to approve Account 4210 at \$488,821. Selectman Anthes second. Motion passed 3 – 0 – 0.**

**Account 4520 – Parks & Recreation**

The account was reviewed as the initial action did not have contracted mowing in the total. Suggestions were made for adding into Line 10-330 for contracted mowing services for 17 mows at \$275/mow or \$4,675.

**Selectman Bickford made a motion to add to Line 10-330 to account 4520 in the amount of \$4,670 for contracted mowing services for an Account 4520 total of \$61,332. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 5:28p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

**Final Approved 01-09-17**