

New Durham Board of Selectmen Meeting
May 23, 2016
DRAFT
NEW DURHAM BOARD OF SELECTMEN
New Durham Fire Department
May 23, 2016, 1:03 p.m.

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator
Carter Terenzini
Gary Thornton, Thornton and Associates
Cathy Orlowicz, Boodey House Committee

Call to Order

Chair Bickford called the meeting to order at 1:03p.m.

Public Input

Cathy Orlowicz, Boodey House Committee stated the committee has a volunteer who would like to be appointed as a member of the committee. The application was presented to the Board of Selectmen. Ms. Orlowicz stated the applicant is very involved and has already attended committee meetings. It was agreed this would be on the agenda for the next Select Board meeting June 6, 2016.

Agenda Review

Town Administrator Kinmond added under New Business: tax bills

Town Administrator's Report

Town Administrator Kinmond stated Parks and Recreation Commission interviews for beach attendants are being scheduled for tomorrow May 24, 2016. It was noted there are two applicants with three positions open. Town Administrator Kinmond stated police officer interviews have been scheduled for Friday, May 27, 2016 with two applicants and it is posted as non-public work session. Town Administrator Kinmond stated the NH Municipal Managers Conference is June 10, 2016 at Loon Mountain. He confirmed the Board of Selectmen is still okay with him attending.

Old Business

Wage Survey

Gary Thornton, Thornton and Associates, presented exhibits on the primary survey for review by the Board of Selectmen. These were reviewed and discussed.

Selectman Swenson referred to prior meetings and stated the consensus was the Board of Selectmen felt they wanted to get data from selected communities and that are shown with the first quartile ranges. However, information presented now does not follow the requested information. Carter Terenzini suggested adjustments may need to be made for various positions and they need to firmly pick where they are in the marketplace so there are fewer hypotheticals being discussed. Town Administrator Kinmond stated Mr. Thornton did what the Board of Selectmen requested and he asked for the further information to move things along. Selectman Swenson stated that the information presented does not meet what the Board of Selectmen initially asked and requested that Mr. Thornton provide the initially requested separation of the data by first quartile, where New Durham positions currently fall relative to that first quartile, etc. Mr. Terenzini explained benefits have paygrade steps. Selectman Swenson indicated he is not in favor of pay grade step approach but would await the additional information from Mr. Thornton to further review. In conclusion, it was agreed to have Mr. Thornton develop a paygrade plan that's constrained by the first quartile with New Durham positions put into that comparison. A memo will be drafted with explanations why a particular position may not be within the 25% percentile. Additionally, it was noted that comparative benefit data still needs to be presented to the Board along with a final report.

Library Heating/AC

A summary of the heating/AC replacement proposal from the Library Trustees was reviewed and discussed. Town Administrator Kinmond explained the two-phase system beginning with replacing the air conditioning unit and the hot air system. An external system was recommended. Town Administrator Kinmond explained the options available. Cathy Allyn, Library Trustee, gave an overview of the recommendations by the vendors and the equipment needed. It was noted the new system would be ductless and Selectman Anthes stated he wants to be sure the new system will do everything they need it to including, perhaps, provide higher BTU heating source. TA Kinmond will look into further information for sufficient heating as well as the air conditioning.

Franchise Agreement TDS

TA Kinmond spoke about clarification on the franchise agreement submitted by TDS. It was noted that it was felt no additional changes prior to finalization were needed. There was a resident that had questions on a portion of the agreement and it was forwarded to our contact for further clarification.

Chair Bickford made a motion to approve the Franchise Agreement, seconded by Selectmen Anthes. Motion passed 3-0.

Strafford County Public Health Agreement

TA Kinmond explained that this agreement did not change significantly but just required updated signatures. This agreement gives New Durham entrance to county regional health assistance in case of a pandemic.

Chairman Bickford made a motion to give TA Kinmond permission to sign the Strafford County Public Health Memorandum of Understanding. Seconded by Selectmen Anthes. Consensus discussion for the Emergency Management Director being the point of contact. Motion passes 3-0.

Tax Bills

TA Kinmond presented document for signature to Selectmen regarding Town of Middleton gravel pit waiving of taxes. This had previously been approved earlier in the month and only signatures were needed at this time.

Historian Orlowicz came into the meeting discussion missing flags for the cemetery. The received shipment could not be found and, given the Memorial Day time constraint it was felt that replacement inventory may be needed. If the received shipment is found, the new order can be placed into inventory for next year's needs.

Selectmen Swenson made a motion to give Historian Orlowicz permission to expend for new flags for replacement. Seconded by Selectmen Anthes. All in favor, passes 3-0.

Tax Warrant

Tax Collector requires signature on updated Tax Warrant by the Board. \$4,502,619 includes all taxes, local, state, and school.

Selectmen Swenson made a motion to approve the Tax Warrant in the amount of \$4,502,619. Seconded by Chair Bickford. Motion passed 3-0.

Public Participation Policy

Selectman Anthes presented additional discussion of changes that may be made to the policy. Further discussions will be made once the Selectmen have brought forth their changes to TA Kinmond. Selectmen Anthes spoke on removal of a few things and rearrangement of other points to make it flow better. This will be added to next meeting Agenda.

Minutes

Selectmen Anthes suggested putting minutes from April 18, 2016 on hold until he is able to review them and make further changes.

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NonPublic

Chairman Bickford made a motion to enter non-public under RSA 91A:3:II a.c. Seconded by Selectmen Anthes.

Roll Call: Selectman Bickford: Aye, Selectman Anthes: Aye, Selectman Swenson: Aye

Recessed public session at 3:33 pm. Entered non-public session at 3:45 pm.

Business was reconvened in public session at 5:29 p.m., in the Community Room.

Selectman Bickford made a motion to seal the non-public because it 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, and passed 3-0.

Selectmen Swenson stated the non-public session was regarding personnel, legal and non-public minutes.

Roll call to seal the minutes:

Sel. Bickford Yes

Sel. Swenson Yes

Sel. Anthes Yes

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

The meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Jennifer Riel Recording Secretary
Jennifer Nadeau, Admin Assistant II
Scott D. Kinmond, Town Administrator

Final approved 06-06-16