

*New Durham Board of Selectmen Meeting
August 1, 2016*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
August 1, 2016, 7:00p.m.**

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator
Terry Jarvis, Resident
Mark D'Entrement, Resident
Dot Veisel, Resident
D. Filteau, Resident
Ellen Phillips, Resident
Clayton Randall, Resident
Kristyn Bernier, Resident
Mike Gelinas, Resident
M Foynes, Baysider Reporter
Joan Swenson, Resident
Mark Sullivan, Resident
Lyn Sullivan, Resident

Call to Order

Chair Bickford called the meeting to order at 7:00p.m.

Appointments/Announcements

Mike Gelinas, Resident, spoke regarding the cyanobacteria bloom on Downing Pond. He stated he went upstream to Jones Pond, samples were taken from the water. The results showed it was clear. Samples were taken from the boat landing and other areas, results were fairly clear; documents were presented for review. Mr. Gelinas also noted the growth of cattails and gave a summary of the differences he noted from past years. He stated it is his opinion that the septic systems in Manatoo Shore area are nearly 50 years old, and suggested they may want to conduct dye testing of septic systems.

Public Input

Kristyn Bernier, resident, made comments regarding Chair Bickford's letter in *The Baysider* regarding Parks and Recreation issues. Ms. Bernier explained the purpose and funding for the revolving fund of the Parks and Recreation Commission. She stated the funds are raised by the Commission and decisions to spend are also made by the Commission.

Terry Jarvis, resident, made comments regarding the establishment of the Fire Department Community room and stated that to name it for one would be an insult to

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other past fire chiefs who also gave time and dedication. She suggested the name “Chiefs’ Community Room.

Clayton Randall, resident, stated he disagrees and it would be disrespectful to change it now. Also, Mr. Randall stated the Bernier lawsuit is over now and suggested recognizing the 600 residents who signed the petition saying the lawsuit should have never happened. He suggested two selectmen should apologize to the public and asked for a full report from the Town Administrator regarding the total legal costs.

Mark D’Entremont, resident, stated the New Durham Day was a great day for the community. He thanked Parks and Recreation Director, Nichole Hunter for her contributions and excellent customer service.

Agenda Review

Selectman Swenson added under Department Reports the balance of Ms. Bernier’s statement. Selectman Anthes replied it should have been requested to be on the agenda prior to the meeting. Chair Bickford concurred. Selectman Swenson pointed out that no agenda additions could be added under this approach. Selectman Bickford declined adding Selectman Swenson’s agenda request to the agenda.

Town Administrator Kinmond added review of the April 18, 2016 minutes.

Department Reports/Issues

None.

Town Administrator’s Report

Town Administrator Kinmond presented the bid package for the 2016 paving. He stated these were sent to vendors and pricing was requested. Bids are due August 11. The documents were reviewed and discussed. Edits may need to be made by doing different roads segments than are in the original RFP.

CIPC

Town Administrator Kinmond stated he checked into the required membership and they are all set for a meeting on Wednesday evening. Relative to the question raised by one of the Town’s residents regarding a CIP member selling her property in New Durham a response was received from that member indicating they are still residents of New Durham.

Downing Pond

Town Administrator Kinmond stated the cyanobacteria restrictions have been lifted.

Safety Inspection Report

Town Administrator Kinmond stated the New Hampshire Department of Labor closed out their inspection of 2014 and all deficiencies were corrected.

New Business

Appointments

Selectman Anthes made a motion in accordance with the Town's Hiring Policy and with no comments received during the two week vetting period that Andrew J. Croteau be appointed to the part time position of Police Officer effective 8/1/16. Said appointment has a one-year probationary period. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Selectman Anthes made a motion to approve a wage adjustment to Firefighter Joshua J. Olszewski for obtaining his State Firefighter II certificate to the rate of \$12.00 per hour, effective June 9, 2016. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Ambulance Billing Policy

Town Administrator Kinmond stated he has discussed this with Fire Chief Varney and he supports the policy. Town Administrator Kinmond explained the funds are placed directly in the ambulance replacement account and do not go towards any other costs in the department. He explained the collections process which is done through contract. The policy was reviewed and discussed by the Board of Selectmen.

Chair Bickford made a motion to adopt the amended Ambulance Billing and Collection Policy from August 1, 2016. Selectman Swenson seconded the motion.

Discussion: Selectman Anthes asked for clarification and Chair Bickford stated he thinks everyone should be treated the same with fees and its use-based. **Motion passed, 3-0-0.**

Warrant for Unlicensed Dogs

Town Administrator Kinmond stated the Town Clerk found some problems with the software for the notices which were sent out. He stated a resident made a donation to cover the fees with re-mailing the notices. Town Administrator Kinmond stated it was also discovered that people paid more attention to letters than the note cards usually sent. A list of unlicensed dogs was distributed and reviewed.

Chair Bickford made a motion to issue the unlicensed dog warrant pursuant to NH RSA 466:16. Selectman Swenson seconded the motion. Discussion: Selectman Anthes stated he does not agree this is a good use of the Police Personnel. **Motion passed, 2-1-0. Selectman Anthes opposed.**

Selectman Swenson stated he would like to get a date scheduled for the 2017 Deliberative Session as soon as possible. Town Administrator Kinmond replied full budget packets should be out to Department Heads by the third week in August.

Tax Deeded Properties

Town Administrator Kinmond distributed a list of properties for review. He stated Selectman Swenson, DPW Director Gingras, and he conducted a site visit with the lot abutting the Library property and various options were discussed with the abutting

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property owner. It was agreed by consensus of the Board of Selectmen that Town Administrator Kinmond to have the parcel suitability.

Public Participation Policy

Selectman Anthes stated the draft of the policy has been reviewed by Primex, the New Hampshire Municipality Association as well as Town Counsel. Selectman Anthes added further edits and these were reviewed.

Policy for Citizens Complaints Concerning Town Employees

Town Administrator Kinmond stated edits were made and these were reviewed. Further edits were made.

Community Room Use Policy

The draft policy was distributed and reviewed. There was extensive discussion regarding who will be authorized to use the room. Further edits were made.

Approval of Minutes

Meeting of April 18, 2016 – Public Meeting: Edits were reviewed. Further edits were made. **Chair Bickford made a motion to approve the minutes as amended on August 1, 2016. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

Chair Bickford made a 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 & (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing of filed against the public body. 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 10:15 p.m.

The Board reentered public session at 12:10 a.m., August 2, 2016

Selectman Bickford made a motion to seal the minutes of the non-public session based on reputation. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Selectman Swenson stated that discussions during nonpublic session were centered on hiring, personnel compensation, litigation, and minutes.

Selectman Bickford made a motion to hire Jason Durrance of Farmington, NH as a part time Police Officers, at a hourly rate of \$22.00, contingent upon the necessary pre-employment screenings and background checks, conditions set forth by NH Police Standards and Training, this announcement beginning the two (2) week vetting period.

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pursuant to the Town's Hiring Policy. Selectman Anthes seconded the motion. Passed 3-0-0.

Selectman Bickford made a motion to hire George Joy of Strafford, NH as a part time Police Officers, at a hourly rate of \$22.00, contingent upon the necessary pre-employment screenings and background checks, conditions set forth by NH Police Standards and Training, this announcement beginning the two (2) week vetting period, pursuant to the Town's Hiring Policy. Selectman Anthes seconded the motion. Passed 3-0-0.

Selectman Bickford made a motion to set the annual salary amount for Stephanie MacKenzie, Town Clerk at \$41,600.00 and classify the position as exempt elected/salaried, effective 7/18/16. Selectman Anthes seconded the motion. Motion passed 3-0-0. Selectman Swenson stated that this moves the position from an hourly to exempt salaried position.

Selectman Bickford made a motion to set the annual salary for Peter Varney, Fire Chief at \$32,110.00, and classify the position as salaried, appointed/exempt, effective 8/1/16. Selectman Anthes seconded the motion. Motion passed 3-0-0. Selectman Swenson stated that this moves from an hourly to an exempt salaried position.

Selectman Bickford made a motion to set the hourly rate of pay for Peter Varney, part time Building Inspector/Code Enforcement Officer at \$22.00 per hour, effective 8/1/16. Selectman Anthes seconded the motion. Motion passed 3-0-0.

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

The meeting was adjourned at 12:16 a.m., on August 2, 2016.

Respectfully Submitted,

Jennifer Riel, Recording Secretary
and,
Scott D. Kinmond, Town Administrator

Final Approved 08-29-16.