

*New Durham Board of Selectmen Meeting*  
*December 13, 2016*  
*DRAFT*  
**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**December 13, 2016, 12:00p.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

**Call to Order**

Chair Bickford called the meeting to order at 12:10p.m.

**Public Input**

None.

**Agenda Review**

Selectman Swenson added account 4150 to be reviewed during Budget Review.  
Selectman Anthes added nine items for discussion.

Town Administrator Kinmond stated they need to discuss the meeting schedule for January relative to holidays; direction for working with Town and schools relative to the websites and paying from 2016 funds; proposal for software that allows comparisons with other municipalities relative to spending.

**Town Administrator's Report**

There was discussion of the use of data collected from Department of Revenue Administration forms and software has been developed to compare municipalities budgets and spending. Town Administrator Kinmond gave details to the data available.

Chair Bickford asked for an update on the Facebook post issue. Town Administrator Kinmond replied he sent a memo to Police Chief Bernier, requesting the information be corrected. Town Administrator Kinmond explained it was a misunderstanding of information between himself and Police Chief Bernier. Selectman Swenson clarified the Town has no official police department facebook page and Town Administrator Kinmond has addressed the misunderstanding with Police Chief Bernier. Chair Bickford disagreed, stating it is named the New Durham Police Department page. There was discussion of privacy and rights in regards to posting online.

*New Durham Board of Selectmen Meeting*

*December 13, 2016*

*DRAFT*

**Chair Bickford made a motion to either correct or remove the misinformation on Facebook of 2:50p.m. on December 8, 2016. Selectman Anthes seconded the motion.**

Discussion: Selectman Swenson stated this is completely unnecessary. Chair Bickford replied Police Chief is putting out false and misinformation. **Motion passed, 2-1-0.** Selectman Swenson opposed.

Selectman Anthes stated he wants to investigate where this page is coming from. Selectman Swenson stated if they do that for one department they need to do the same for other departments. Town Administrator Kinmond suggested considering removing all social media for the Town and stated this can be an issue for municipalities. Town Administrator Kinmond stated that because the comments were posted on a page that is not sanctioned by the Town, it is an infringement on the individuals' first amendment rights.

**Old Business**

**Property Tax Abatements**

The abatements were reviewed and discussed. Town Administrator Kinmond explained that action was taken previously on all of these but values were not changed to be in line with the MS-1 form rate. He stated some bills were already paid, resulting in refunds being necessary.

**Chair Bickford made a motion approve an abatement on the 2016 second billing amount for Map 209, Lot 37 in the amount of \$283.70. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

**Chair Bickford made a motion approve an abatement on the 2016 second billing amount for Map 108, Lot 48-1 in the amount of \$266.38.**

**Chair Bickford made a motion approve an abatement on the 2016 second billing amount for Map 108, Lot 48-2 in the amount \$359.38. Selectman Anthes seconded the motion. Motion passed, 3-0-0**

**Chair Bickford made a motion approve an abatement on the 2016 second billing amount for Map 206, Lot 31 in the amount of \$1,985.82. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Chair Bickford made a motion approve an abatement on the 2016 second billing amount for Map 102, Lot 16 in the amount of \$802.45. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Finance Manager Job Description**

Town Administrator Kinmond distributed a draft job description for review. Edits were made. Selectman Anthes suggested contracting out for the payroll. Town Administrator Kinmond replied he is discussing this with Jen Correia.

**Attorney Fee Reimbursement**

*New Durham Board of Selectmen Meeting*

*December 13, 2016*

*DRAFT*

Selectman Anthes asked Town Administrator Kinmond for an amount of legal fees for past years. A summary was distributed and reviewed.

**Selectman Anthes made a motion to have Town Administrator Kinmond talk with Bart Mayer and request a refund. Motion failed for lack of second.**

There was a unanimous consensus by the Board of Selectmen that Town Administrator Kinmond would contact Town Counsel to discuss a refund of charges.

Selectman Anthes asked that the Community Room Use Policy be posted to the Town website.

Town Administrator Kinmond stated the audit letter has been reviewed and signed by Chair Bickford. It is awaiting signature by the Finance Officer.

Town Administrator Kinmond gave an update on the ambulance bid, noting the sole bidder had a problem obtaining a Dodge chassis. He stated they are doing further research on specifications at this point and recommended getting at least one other competitive bid for comparison.

The status of the 1772 Meeting House restoration work was discussed and Town Administrator Kinmond was asked to follow-up with a formal request of an update.

Selectman Anthes confirmed that Jen Nadeau has officially left her position in the Town but is still filling in to cover the payroll duties. Town Administrator Kinmond noted the position has been posted and one inquiry received.

Selectman Anthes asked about the status of the Right of Way Agreement. Town Administrator Kinmond stated it has already been approved. Selectman Anthes replied that he has some major changes and is concerned about details of the agreement and that the Director of Public Works will be able to take control of this.

**Budget Review - Revenues**

A summary of projected revenues was reviewed and discussed. It was noted that Town Administrator Kinmond used prior history in determining projected revenues.

**Chair Bickford made a motion to approve the revenue at \$886,195 for the year 2017. Selectman Anthes seconded the motion. Motion passed, 3-0-0.**

**Capital Reserve Funds**

The Board reviewed the figures approved by the Planning Board. Edits were made. Town Administrator Kinmond gave a summary of his recommended contributions to the CRF and ETFs. There was extensive discussion on accounts to be funded and replacement schedules. Edits were made to funding levels.

*New Durham Board of Selectmen Meeting*

*December 13, 2016*

*DRAFT*

Selectman Swenson clarified that he is in agreement with the plans approved by the Planning Board and CIP.

**Chair Bickford made a motion to recommend \$167,500 for the Capital Reserve Funds per the list of December 13, 2016. Selectman Anthes seconded the motion. Motion passed, 2-1-0.** Selectman Swenson opposed.

**Chair Bickford made a motion to recommend \$65,000 for the Expendable Trust Funds per the Board of Selectmen list of December 13, 2016. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

**RSMS**

The funding sources were reviewed and discussed.

**Adjourn**

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

The meeting was adjourned at 4:57p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary