

*New Durham Board of Selectmen Meeting*  
*December 5, 2016*  
*Draft*  
**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**December 5, 2016**

*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 – absent

**Also Present:**

Scott Kinmond, Town Administrator  
Clayton Randall, resident  
Susan Randall, resident  
Terry Jarvis, resident

**Call to Order**

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

Selectman Swenson stated he would prefer to avoid making any significant decisions in Selectman Anthes absence tonight.

**Public Input**

None.

**Agenda Review**

Selectman Swenson stated he has some additional budget account reviews but doesn't want to make decisions including 4150- Finance; 4415 – Other Agencies; 4550- Library; 4210- Police Department and 4324- Solid Waste.

Town Administrator Kinmond added under New Business: the 2017 Holiday Schedule. The proposed dates for closing Town offices were reviewed and discussed.

**Fire Department Ambulance Bids**

Town Administrator Kinmond stated the bids for the truck were opened a summary was distributed for review. One of the bidders stated they would not be able to provide a bid due to the bid specifications which were that it be a Dodge and Fire Chief Varney wants to stay with a diesel motor but not Ford. Town Administrator Kinmond stated the single bid was received from Sugarloaf Ambulance and Rescue Vehicles of Maine in the amount of \$260,929.98, with prepaid discount to \$259,929.98 and a trade allowance of \$3500. Town Administrator Kinmond stated he is working with some colleagues to see about getting other pricing/bids. It was agreed that further pricing research is needed.

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**Policy Review Committee**

Town Administrator Kinmond distributed a memo for review. Tery Jarvis, resident, pointed out there are some existing policies regarding snow removal.

**Employee Luncheon**

Town Administrator Kinmond presented a request to close the Town offices on December 19, 2016 from noon-1:00p.m. for the employee Christmas potluck dinner. Chair Bickford stated he would prefer to keep offices open during that hour and have employees take turn helping people who come in for business. Selectman Swenson stated there is enough notice.

**2017 Tax Abatements**

Town Administrator Kinmond explained that due to the MS-1 being submitted in September this needs to be done again to get the bills on the correct assessment rate for the second billing. The list was reviewed and discussed by the Board. Selectman Swenson asked Town Administrator Kinmond to verify the next billing and confirm the abatements.

**COMSTAR Annual Transfer of Payment**

Town Administrator Kinmond explained this is for November 1 2015 through November 30, 2016.

**Selectman Swenson made a motion to authorize the Finance Officer to transfer \$4,617.41 from the Town's Project Sub Account-Ambulance Fund to the General Fund for the purposes of the ambulance services payment from November 1, 2015 to November 30, 2016. Chair Bickford seconded the motion. Motion passed, 2-0-0.**

**Old Business**

**Logging Easement Agreement Request – Clayton and Susan Randall**

The draft agreement was reviewed and discussed. Mr. Randall stated the logger should be noted as the party filing the easement. Chair Bickford stated he is concerned with the liability and insurance. It was noted the logger would have the insurance and bond and would be submitted a packet as necessary. Town Administrator Kinmond agreed. Edits and clarification was made to the draft agreement. Selectman Swenson stated this document would be a good template to be used universally for anyone looking for right of way access or easement on Town property.

**Chair Bickford made a motion to approve a temporary right of way agreement as amended with ending date of May 31, 2017 between Austin Tremblay and the Town of New Durham for use of the Solid Waste facility / Highway Department area for logging purposes. Motion failed for lack of second.**

Selectman Swenson explained his concerns with the specifics in the motion. He would prefer it be more universal. Town Administrator Kinmond suggested referencing the map/lot information.

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**Selectman Swenson made a motion to approve a temporary right of way agreement as amended on December 5, 2016 with the grantee being the logger defined by the map 252, lot 66 owner and applies to map 252, lot 62. Said agreement to end May 31, 2017. Chair Bickford seconded the motion. Motion passed, 2-0-0.**

**Impact Fees**

Town Administrator Kinmond stated Building Inspector Varney verified the properties in question regarding occupancy permits. No action was taken.

**CIP Plan Review**

Edits were reviewed and discussed. Selectman Swenson explained the rational and recommendations made by the Planning Board and these were reviewed. Town Administrator Kinmond suggested keeping the budget flat this year and explained the totals he recommended. There was further discussion about the funding for Library expenditures and who has the responsibility for expending funds. It was agreed further discussion with the full Board of Selectmen is needed and Town Administrator Kinmond will see if Selectman Anthes can be available by phone for the next meeting.

**Holiday Schedule**

**Chair Bickford made a motion to approve the schedule of 2017 holidays proposed December 5, 2016. Selectman Swenson seconded the motion. Motion passed, 2-0-0.**

**Public Input**

Ms. Jarvis stated that Frisbee Memorial Hospital contracts to provide ambulance transport services outside of Rochester. She suggested that may be an option and paramedics are guaranteed to be available 24 hours. There was further discussion of the costs with training and maintaining EMS certifications.

**Chair Bickford made a motion to enter 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; (c)- matter which, if discussed in public would likely affect adversely the reputation of any person. Selectman Swenson seconded the motion. Motion passed, 2-0-0.**

**Roll Call: Selectman Swenson – Aye; Chair Bickford – Aye.**

The Board entered nonpublic session at 9:05p.m.

The Board reentered public session at

**Adjourn**

Respectfully Submitted,

Jennifer Riel, Recording Secretary