

New Durham Board of Selectmen Meeting
July 11, 2016
DRAFT
NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
July 11, 2016, 7:00p.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
Jim Ginca, resident
Georgianna Nason, resident
Dot Veisel, resident
Tim Filteau, resident
Debra Filteau, resident
Tom Guica, resident
Clayton Randall, resident
Terry Jarvis, resident

Call to Order

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

Public Input

Clayton Randall, resident, noted the New Durham Day is planned for July 30, 2016 and noted the New Durham Charitable Trust organization is conducting a family game fundraiser. Mr. Randall extended an invitation to the Board of Selectmen and Town Administrator to participate in the dunk tank.

Dot Veisel, resident, stated many residents are concerned about the last appointment to the CIP has her house under contract for sale and Ms. Veisel wants to be sure the appointee will remain a resident of New Durham.

Tom Guica, resident, stated concern with the cyanobacteria contamination in Downing Pond. He noted it has occurred for the last two years and suggested it may be coming from a local home as water above the pond is clear. Debra Filteau, resident, stated she is also looking for answers as they have a boat and its sitting in muck. Terry Jarvis, resident, stated residents on Merrymeeting Lake above the dam also have this problem when there is little rain and explained a similar issue occurring. Town Administrator Kinmond stated the water has been tested by the New Hampshire Department of Environmental Services. He stated he discussed this with a representative from DES and

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explained the issue of high phosphorus causing growth of weeds and muck. Town Administrator Kinmond stated he also discussed this with Fire Chief Varney on some actions including ensuring efficient septic systems, use of road salt, runoff, sediment, etc. that can also affect the ecosystem. He noted there is no proven information that draining the pond will flush the nutrients from the system. It was suggested that raising the water level may help and noted that is controlled by the State of New Hampshire. It was noted last year was the first year this problem occurred. Mr. Guica stated he would like to know if there is a solution or plan in place to move forward. Town Administrator Kinmond replied there is no specific plan at this point. Town Administrator Kinmond noted there would also be further testing on the dam.

Ms. Jarvis stated that over a year ago she requested that copies of the Board of Selectmen meeting packets be available and its still not being done. She stated the public isn't able to comment if they don't know what is being discussed.

Mr. Randall commented on the wage study and stated some of the increases seem like an insult. Selectman Anthes replied the wage study is part of a five-year program and noted \$30,000 was set aside for increases, explained how the raises were reviewed by the Board of Selectmen and the other costs associated with the increases. Selectman Swenson noted they will also be discussing the wage study further and noted the benefits package with New Durham is on par or above many other surrounding communities. Selectman Anthes noted a lot of time was spent on conducting and reviewing the wage study.

Agenda Review

Town Administrator Kinmond added: Request by Fire Department to use old Command Vehicle; Employee Complaint Policy/Complaint by Citizen.

Town Administrator's Report

Town Administrator Kinmond stated the Tax Collector reported they are at 89% of the first billing cycle has been collected with about \$405,000 outstanding. Town Administrator Kinmond stated he has been working with the Tax Collector on tax bill forgiveness relative to interest. He stated under state statute and with the approval of the Board of Selectmen, interest can be forgiven, noting it can be more costly to recover that amount. Chair Bickford asked Ms. Jarvis for her input on this. Ms. Jarvis replied there is a current policy on file and with Carole Ingham she was able to forgive up to \$5.00. It was noted this had been approved by the Board of Selectmen. Town Administrator Kinmond stated the auditors want to be sure there is a clear policy and will continue to research this.

Appointments

Chair Bickford made a motion to appoint Heather Freeman as a regular member of the Conservation Commission with term to expire March 31, 2019. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Policy Updates

The Purchase Policy was reviewed and discussed. Edits were made.

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The policy for use of the New Durham Fire Department Community Room was reviewed and discussed. Further edits were made. There was discussion on the correct name of the room in question.

Employee/Citizen Complaint Policy

The draft policy was distributed for review.

Old Business

Fire Department Request

Town Administrator Kinmond stated the Fire Department has requested to use the old Command Vehicle as a training aide. A copy of an email from the training lieutenant was distributed and reviewed.

Selectman Swenson made a motion to authorize the disposal of the 2004 Ford Expedition formally known as the Fire Department Command car to be used as a training aide for the Fire Department and upon the Fire Department's use as such to be sold as scrap and monies to go to the General Fund. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Wage and Benefit Study

Town Administrator Kinmond distributed a memo with review for fulltime and part time employees, including retirement system and medical/dental insurance contributions. This was reviewed and discussed.

Chair Bickford made a motion to authorize the employee wage increases for 2016 be retroactive to April 1, 2016 as approved on June 30, 2016. Selectman Swenson seconded the motion. Discussion: Selectman Anthes noted the raises approved on June 30, 2016 were retroactive for two pay periods. Selectman Swenson clarified this covers the period from April onward. **Motion passed, 3-0-0.**

Library Personnel

Selectman Swenson stated the Board of Selectmen needs to make a decision on whether they will be handling the raises for the Library employees. Chair Bickford replied he heard the Trustees already did so. Town Administrator Kinmond stated he would contact the Trustees to confirm. Selectman Swenson stated he wants to be sure the raises are given.

Website Issues

Ms. Jarvis stated the meeting minutes are not always being posted within the five days. She stated there was a spreadsheet which assigned the support staff for handling posting notices and minutes. Town Administrator Kinmond replied he is still working on getting all the minutes found and organized and will be presenting for discussion in non-public.

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Public Participation Policy

Draft policy with edits was reviewed and discussed. Further edits were made. It was clarified the policy will be presented for review by Town Counsel prior to final approval by the Board of Selectmen.

Approval of Minutes

Meeting of June 27, 2016. Edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Anthes seconded the motion. Motion**

Meeting of April 18, 2016 – The DVD of the meeting was reviewed and further edits were made.

Chair Bickford made a motion to enter 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, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant & (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. 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 10:10p.m.

The Board reentered public session at 12:07 a.m., (July12, 2016)

Chair 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 Nonpublic session were centered on hiring, personnel, litigation and minutes.

Selectman Swenson made a motion to finalize the letter to the Owner of Map 250, lot 091 regarding request to remove a fence constructed in the Town's Right of Way. Chairman Bickford seconded the motion. The motion passed 3-0.

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

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

Respectfully Submitted,

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

Draft posted 7-15-16