

*New Durham Board of Selectmen Meeting*  
*August 1, 2016*  
*DRAFT*  
**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**August 1, 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

**Call to Order**

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

**Appointments/Announcements**

Mike Gelinas, Conservation Commission, spoke regarding the algae 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 since the septic systems in a particular area are nearly 50 years, and suggested they need to conduct dye testing of wells and septic systems.

**Public Input**

Kristyn Bernier, resident, made comments regarding Chair Bickford letter in *The Baysider* regarding appointments made last week. 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 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. Mr. Randall stated the lawsuit is over now and suggested recognizing the 600 residents who signed the petition saying the lawsuit show have never happened. He

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suggested two selectmen should apologize to the public and asked for a full report from the Town Administrator regarding the total legal costs.

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

**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.

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. Chair Bickford noted there are more details than in the past. Edits were made.

**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 members selling her property in New Durham. Chair Bickford noted Dennis Martin is back from FEMA and will be available for the commission.

**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 the final 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 Department. **Motion passed, 2-1-0. Selectman Anthes opposed.**

Selectman Swenson stated he would like to get a schedule established for the Deliberate Session as soon as possible even though its not required by law until February. 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 and himself conducted a site visit with the lot abutting the Library property and moving a boundary line was discussed with the property owner. It was agreed by consensus of the Board of Selectmen that Town Administrator Kinmond get estimates of costs for having the parcel surveyed.

#### **Public Participation Policy**

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

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**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 or 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 10:09p.m.

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

**Selectman Anthes made a motion to seal the minutes of the non-public session based on reputation. Selectman Swenson 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, 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.**

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**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 elected/salaried, effective 7/18/16. Selectman Anthes seconded the motion. Motion passed 3-0-0.**

Selectman Swenson stated that this moves from hourly to salaried.

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

Selectman Swenson stated that this moves from hourly to salaried.

**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