

*Board of Selectmen Meeting
August 29, 2016
DRAFT*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
August 29, 2016, 5:30p.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
Terry Jarvis, resident
Dorothy Veisel, resident
David Curry, Budget Committee
Jim St. Jean, St. Jean Auctioneers
Scott Reed, St. Jean Auctioneers

Call to Order

Chair Bickford called the meeting to order at 5:30p.m.

Chair Bickford made a motion to enter to non-public session pursuant to RSA 91-A: 3 II (b) – the hiring of any person as a public employee. RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee and (c)- matter which, if discussed in public would likely affect adversely the reputation of any person. 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 5:32p.m.

The Board reentered public session at 6:36p.m.

Chair Bickford stated that while in non-public, the Board conducted interviews.

Budget Committee

David Curry gave an overview of the timeline for the budget process and stated the last Budget Committee meeting there was discussion of the budget meeting schedule. Town Administrator Kinmond presented some suggestions regarding condensing the

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presentation process. He stated the MS-1 worksheet is not complete but it appears there may be a reduction in taxable property and there have been a large number of abatements this year. Terry Jarvis, resident, asked the Board's plan for returning properties to the tax rolls. Town Administrator Kinmond replied they concurred to auction a number of properties. There was discussion of details expected in the budgets this year as well as funding sources. Ms. Jarvis suggested establishing expendable trust funds for operational and maintenance activities. Selectman Swenson is not in favor. There was discussion of budgeting for employee benefits; salary funds.

Mr. Curry reviewed the rules for budget requests, noting it is a zero-based budget and stated all requests need justification and historical estimates can be used but rational must be given. He stated budget goals are level minus 1%.

The date for the Deliberative Session was discussed and was set for Monday, February 6, 2017.

The Public Hearing was set for January 11, 2017.

Mr. Curry suggested a joint meeting with the Board of Selectmen and Budget Committee for October 12, 2016.

The Budget Committee meeting for budget review of the third quarter is October 19, 2016 at 7:00p.m.

St. Jean Auctioneers

Jim St. Jean, St. Jean Auctioneers, stated he reviewed the tax deeded properties and suggested moving forward with auctions of them this fall. He explained the different types of auction including absolute and reserve, giving his recommendations. Chair Bickford clarified there are some properties on the list they do not want to sell. Potential dates for the auction were discussed and the Board will let Mr. St. Jean know at a later date.

Selectman Anthes confirmed the next Board of Selectmen meeting they will meet with another auctioneer, to discuss dates and auction types, and that properties will be offered to abutters first.

Public Input

None.

Agenda Review

Town Administrator Kinmond added discussion of scheduling review of MS-1 worksheet. He received a draft today and has questions on items.

Elections

Chair Bickford stated at the prior school board meeting they voted to not have school in session during elections. Selectman Swenson noted they need to know the official vote to

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know if it is immediate or for start at a future date. Town Administrator Kinmond will contact the Superintendent for clarification, noting there are rules the Town Clerk has to follow for setting dates in conjunction with the school schedule.

Town Administrator's Report

Town Administrator Kinmond presented a timeline for taking care of the tax deeded properties for review.

Town Administrator Kinmond stated the votes were put out for employee recognition and the employee appreciation luncheon was set for September 14; suggestions for locations were presented. Other awards were also discussed.

New Business

Police Officer Appointments

Town Administrator Kinmond presented for review, a staff report on the part time appointment.

Chair Bickford George Joy of Strafford NH as a part time police officer at an hourly rate of \$22.00, contingent upon the necessary pre-employment screenings, physical examination and background checks, conditions set forth by the New Hampshire State Police Standards and training. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to authorize Town Administrator Kinmond to issue a conditional offer of employment to Jamison Young of Strafford, NH, at the hourly rate of \$17.46 \$18.38 contingent upon the necessary pre-employment screenings, physical examination and background checks, conditions set forth by the New Hampshire State Police Standards and training. This begins the two-week vetting period per the Town's Hiring Policy. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Fire Department Purchase Order

Selectman Anthes made a motion to authorize purchase order #2335 to Lakes Region Fire Apparatus of Tamworth, NH in the amount of \$3,665.25 for the 2006 Ford Ambulance. Said expenditure to come from the Fire Department account 01-4220-10-660. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Police Department Purchase Order

Chair Bickford made a motion to authorize purchase order #0366 to Tritec Software Systems of Marlboro, MA in the amount of \$5,135 for the purchase of the ??? mobile data, licenses and annual maintenance fees and for the Chairman to sign the necessary documents and purchase order. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Equipment Rental

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The hourly rate for transportation, time being used here, and other costs were discussed as well as the funding options.

Selectman Anthes made a motion to authorize purchase order #2293 to South of Londonderry, NH in the amount of \$4,400 for one-month rental of a CAT 312EL with dig tilt bucket HD equipment line account 01-4312-10-440. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Paving Bids

Selectman Swenson made award the 2017 paving bid to F.R. Carroll of Limerick, ME in the amount of \$ 285,068.54 and to authorize the Chairman to sign the bid award and notice to proceed documents. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

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Dorothy Veisel, resident, suggested discussing this with Cathy Allyn as she is involved with the Boodey House and the 1772 Meetinghouse committees.

Inspectors of Elections Appointment

Chair Bickford made a motion to appoint Marjorie Moore, Grace Gelinas, Paul McGale, ????? and Donna Young as alternate inspectors of elections and waive the two week vetting period with term to expire August 1, 2017. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to appoint Richard Leonard as Inspector of Elections with term to expire on August 1, 2017 and to waive the two-week vetting period due to time being of the essence. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to appoint Richard Currier, Wendy Fenderson, Shirley Currier, Teresa Jarvis, Joan Swenson, David Shagoury, Sherry Day Joy, Howard Allen, Shirley McCormick, ??? Lindsay, Rich McCormick, Andrew Prouit as alternate inspectors of elections with term to expire August 1, 2017 and to waive the two-week vetting period due to time being of the essence. Selectman Anthes seconded the motion. Motion passed, 2-0-1. Selectman Swenson abstained.

Chair Bickford made a motion to appoint Craig Quimby as Inspector of Elections with term to expire on August 1, 2017 and to waive the two-week vetting period due to time being of the essence. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Chair Bickford made a motion to appoint Selectman Swenson as an official voting delegate at the 2016-2017 NH Municipal Association Legislative Voting Policy Conference, September 23, 2016 at 9:00a.m. Selectman Anthes seconded the motion. Motion passed, 2-0-1. Selectman Swenson abstained.

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Draft Policy Review

Edits were reviewed and discussed.

Middleton/New Durham Town Line Perambulation

Town Administrator Kinmond will check into cost estimates and will work to set up a date with White Mountain Survey and Middleton. Chair Bickford stated the law indicates they must perambulate every seven years; it was noted the costs are already in the budget.

Approval of Minutes

Meeting of August 15, 2016 – Non-Public Session, unsealed minutes: Edits were made.

Chair Bickford made a motion to approve the minutes as amended. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Meeting of August 1, 2016 – Public Session: Edits were made. **Chair Bickford made a motion to approve the minutes as amended. Selectman Swenson seconded the motion. Motion passed, 3-0-0.**

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

The meeting was adjourned at 9:57p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary