

*New Durham Board of Selectmen Meeting*

*May 23, 2016*

*DRAFT*

**NEW DURHAM BOARD OF SELECTMEN**

**New Durham Fire Department**

**May 23, 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  
Carter Terenzini  
Gary Thornton, Thornton and Associates  
Cathy Orlowicz, Boodey House Committee

**Call to Order**

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

**Public Input**

Cathy Orlowicz, Boodey House Committee stated the committee has a volunteer who would like to be appointed as a member of the committee. Application was presented to the Board of Selectmen. Ms. Orlowicz stated Fran is very involved and has already attended committee meetings. It was agreed this would be on the agenda for the next meeting June 6, 2016.

**Agenda Review**

Town Administrator Kinmond added under New Business: tax bills

**Town Administrator's Report**

Town Administrator Kinmond stated Parks and Recreation Commission interviews for beach attendants are being scheduled for tomorrow. It was noted there are two applicants and three positions open. Town Administrator Kinmond stated police officer interviews have been scheduled for Friday, May 27, 2016 with two applicants and it's posted as non-public work session. Town Administrator Kinmond stated the NH Municipal Managers Conference is June 10, 2016 at Loon Mountain. He confirmed the Board of Selectmen is still okay with him attending.

**Old Business**

**Wage Survey**

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Gary Thornton, Thornton and Associates, presented exhibits on the primary survey for review by the Board of Selectmen. These were reviewed and discussed. Selectman Swenson referred to prior meetings and stated the consensus was the Board of Selectmen felt they wanted to get new data from selected communities with the first quartile. However, information presented now does not follow the requested information. Carter Terenzini suggested adjustments may need to be made for various positions and they need to firmly pick where they are in the marketplace so there are fewer hypotheticals being discussed. Town Administrator Kinmond stated Mr. Thornton did what the Board of Selectmen requested and he asked for the further information to move things along. Mr. Terenzini explained benefits have having paygrade steps. In conclusion, it was agreed to have Mr. Thornton develop a paygrade plan that's constrained by the first quartile with positions put into that. A memo will be drafted with explanations why a particular position may not be within the 25% percentile.

**Library Heating/AC**

A summary of the heating/AC replacement proposal from the Library Trustees was reviewed and discussed. Town Administrator Kinmond explained the two-phase system beginning with replacing the air conditioning unit and the hot air system. An external system was recommended. Town Administrator Kinmond explained the options available. Cathy Allyn, Library Trustee, gave an overview of the recommendations by the vendors and the equipment needed. It was noted the new system would be ductless and Selectman Anthes stated he wants to be sure the new system will do everything they need it to. TA Kinmond will look into further information for sufficient heating as well as the air conditioning.

**Franchise Agreement TDS**

TA Kinmond spoke about clarification on the franchise agreement submitted by TDS. Discussion on any changes prior to finalization. There was a resident that had questions on a portion of the agreement and it was forwarded to our contact for further clarification.

***Chair Bickford made a motion to approve the Franchise Agreement, seconded by Selectmen Anthes. All in favor, passed 3-0.***

**Strafford County Public Health Agreement**

TA Kinmond explained that this agreement did not change just updated signatures are needed. This agreement gives New Durham entrance to county regional health assistance in case of a pandemic.

***Chairman Bickford made a motion to give TA Kinmond permission to sign the Strafford County Public Health Memorandum of Understanding. Seconded by Selectmen Anthes. Discussion of the Emergency Management Director being the point of contact. All in favor, passes 3-0.***

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**Tax Bills**

TA Kinmond presented document for signature to Selectmen regarding Town of Milton gravel pit waiving of taxes. Previously been approved earlier in the month and only signatures were needed at this time.

Historian Orlowicz came into the meeting discussion missing flags for the cemetery.

**Selectmen Swenson made a motion to give Historian Orlowicz permission to expend for new flags for replacement. Seconded by Selectmen Anthes. All in favor, passes 3-0.**

**Tax Warrant**

Tax Collector requires signature on updated Tax Warrant by the Board. \$4,502,619 includes all taxes, local, state, and school.

**Selectmen Swenson made a motion to approve the Tax Warrant in the amount of \$4,502,619. Seconded by Chair Bickford. All in favor, passed 3-0.**

**Public Participation Policy**

Discussion of changes that may be made to the policy and that further discussion will be made once the selectmen have brought forth their changes to TA Kinmond. Selectmen Anthes spoke on removal of a few things and rearrangement of other points to make it flow better. This will be added to next meeting Agenda.

**Minutes**

Selectmen Anthes suggested putting minutes from 18<sup>th</sup> on hold until he is able to review them and make further changes.

**91A:3:2 a. c.**

**Chairman Bickford made a motion to enter non-public. Seconded by Selectmen Anthes.**

**Roll Call: DB Aye, GA Aye, DS Aye**

**Enter non-public session.**

Business was reconvened in public session at 5:29 p.m., in the Community Room.

**Selectman Bickford made a motion to seal the non-public because it determined that divulgence of this information would affect adversely the reputation of any person other than a member of this board. The motion was seconded by Selectman Anthes, and passed 3-0, Selectmen Swenson stated the session was regarding personnel, legal and non-public minutes.**

Roll call to seal the minutes:

Sel. Bickford Yes

Sel. Swenson Yes

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Sel. Anthes    Yes

**Selectman Anthes made a motion to adjourn the meeting, Selectmen Swenson seconded the motion, and it was moved 3-0. The meeting was adjourned at 5:32 p.m.**

Respectfully submitted,

Jennifer Riel Recording Secretary  
Jennifer Nadeau, Admin Assistant II  
Scott D. Kinmond, Town Administrator