

*New Durham Board of Selectmen Meeting
January 5, 2017*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
January 5, 2017, 12:00p.m.**

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 12:02p.m.

Public Input

None.

Agenda Review

Chair Bickford added: Parks and Recreation Commission; Encumbrances.

Department Issues/Reports

No department heads were present.

Appointments/Announcements

Policy Review Committee

Selectman Anthes gave an update on the first meeting by the Policy Review Committee held on January 4, 2017. He stated a Chair (Ron Cook) was appointed and the goals of the committee were discussed. It was noted that the process as understood by the committee was to provide a work product of recommendations which goes to the TA and then to the Board of Selectmen.

Town Administrator's Report

Town Administrator Kinmond stated the audit services RFP was sent out to numerous firms. Same was done for legal services. Town Administrator Kinmond noted he used information from the New Hampshire Municipal Association for choosing audit firms to receive the RFP. TA recommends to down-select to 2 – 3 firms for each of the audit and legal services and then have each of them do an oral presentation to the Board.

Building Inspector/Code Enforcement and Finance Office Positions

Town Administrator Kinmond stated numerous applications were received for the positions and from the resumes it appears the individuals have good qualifications and experience. There was discussion of the members of the interview board. It was agreed the current contracted Finance Officer and the current Building Inspector should be present for the respective position interviews. The TA noted that there is a \$60 per hour

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charge for the contracted Finance Officer to attend. For the finance position there have been five applications with 2 – 3 that appear good candidates. Similarly there have been five applications for Building Inspector with three that appear strong.

Budget Review

Account 4196 – Insurance

All set as quote received at \$52,000.

Account 4220 – Fire Department

Town Administrator Kinmond explained the changes were a reduction in fuel prices.

Chair Bickford made a motion to rescind prior action on Account 4220 and make the account total \$220,995. Selectman Swenson seconded the motion. Motion passed 3-0-0.

Account 4291 – Forestry

Town Administrator Kinmond explained the increase for the addition of wheels.

Chair Bickford made a motion to rescind the prior action on Account 4291 and make the account total \$13,499. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4312 – Highway Department

Selectman Swenson noted the only change was made to the longevity line.

Selectman Swenson made a motion to rescind prior action on Account 4312, adjusting line 95-190 to \$4,800 for an account total of \$829,556. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Account 4324 – Solid Waste

Selectman Swenson made a motion to rescind prior action on Account 4324, adjusting line 95-190 by \$300 for an account total \$246,392. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Account – Other Agencies

Chair Bickford made a motion to rescind prior action on Account 4415 in the amount of \$6,500. Motion failed for lack of second.

Account 4550 – Library

There was discussion of the lack of supporting information for raises. Town Administrator Kinmond noted that per state RSA the library trustees have control over their employees and they don't have to follow Town policy.

Selectman Swenson made a motion to approve Account 4550 in line with the Budget Committee recommendations the amount of \$120,432. Motion failed for lack of second.

Account 4915-10-072 – Milfoil

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It was noted this was already approved in the amount of \$3,000. Selectman Swenson noted there was a request of the Milfoil Committee to reduce this account to \$0.00.

Chair Bickford made a motion to rescind the prior action within the Capital Reserve Funds for Account 4915-072 and remove \$3,000 for an account total of \$3,000. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Capital Reserve Funds

Selectman Swenson made a motion to increase the Smith Ballfield by \$2,500 for the total CRF's in the amount of \$170,000. Chair Bickford seconded the motion. Motion passed, 2-1-0. Selectman Anthes opposed.

Edits were made to the draft Warrant. The capital reserve fund appropriations were reviewed and discussed. Chair Bickford and Selectman Anthes wish to move \$100,000 of the current Revaluation CRF into the general fund. Selectman Swenson feels that \$75,000 could be moved, if possible, but would oppose any larger amount as it would leave too little remaining in the CRF to cover future revaluations.

Purchase Order - Liquid Salt

Town Administrator Kinmond stated the tank was filled and some has been sprayed. He explained the volume and amount of applications.

Chair Bickford made a motion to approve Purchase Order #2775 to Real Green Service of Meredith, NH in the amount of \$9,300 for the purchase of 3,750 gallons of Ice-Be-Gone liquid deicer said expense being a 2016 purchase from account #01-4312-10-622. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Encumbrances

Outstanding invoices were reviewed and discussed. Town Administrator Kinmond suggested making sure invoices for winter expenses be taken care of sooner in the fall. The purchases received were noted. There was extensive discussion about where the funding would come from and when. Encumbrances that were accepted were \$113,312 for roads; \$250 for Parks/Rec; \$9,300 highway Magic Salt; \$12,000 highway salt; and \$5,100 highway equipment.

Parks and Recreation Commission

Chair Bickford stated that at the last meeting of the commission, there was not a quorum of committee members. Town Administrator Kinmond noted that he gave Parks / Recreation Commission incorrect information regarding the constitution of a quorum at that time.

Chair Bickford made a motion to change the Parks and Recreation Commission from seven to five members. Selectman Anthes seconded the motion. Discussion: Selectman Swenson asked if this was discussed with the existing committee members. Town Administrator Kinmond explained this has been discussed amongst the commission and they are in agreement with that change. **Motion passed, 3-0-0.**

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Impact Fees

Chair Bickford made a motion to authorize the Treasurer to transfer \$18,233.90 from the escrow sub account for impact fees under the master account 22022 to the Town checking account and to further authorize the issuance of a check in the amount of \$18,233.90 to the Governor Wentworth Regional School District for paying down the school long term debt service. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Approval of Minutes

Meeting of December 5, 2016 – Edits were made. **Selectman Swenson made a motion to approve the minutes as amended. Chair Bickford seconded the motion. Motion passed, 2-0-1.** Selectman Anthes abstained as he was not present at the 12/05/16 meeting.

It was noted there are nonpublic meeting minutes to be reviewed and approved.

Chair Bickford made a motion to enter into nonpublic session pursuant to RSA 91-A: 3 II (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 into nonpublic session at 3:32 p.m.

Respectfully Submitted,
Jennifer Riel, Recording Secretary

Public session reconvened at 4:09 p.m.

Selectmen Swenson stated that the board reviewed, amended, and approved Nonpublic Meeting Minutes. The Board did not feel it was necessary to seal the minutes.

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

Meeting adjourned at 4:10 p.m.

Respectfully submitted,

Scott D. Kinmond
Town Administrator

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Final Approved 3/23/17