

**New Durham Board of Selectmen
Minutes of Meeting ~ December 6, 2010
Town Hall**

Members Present: Theresa Jarvis, David Bickford, Frederic March

Others Present: Administrative Consultant Alison Rendinaro, Police Chief Shawn Bernier, Road Agent Mark Fuller, Building Inspector/Code Enforcement Officer Arthur Capello, Town Clerk Carole Ingham, Emergency Management Director Ken Quigley, Equipment Mechanic David Valladares, Mike Clarke, Sherry Cullimore, Crissa Evans, Cathy Orlowicz, Mary McHale, Stuart Rinschler, members of the public

1. Call to Order –Chairperson Terry Jarvis called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

2. Agenda Review – The Board had no changes.

3. Citizens' Forum – Cathy Allyn indicated brochures for those interested in volunteering to drive a COAST minibus to provide transportation to the elderly were at the library. Administrative Consultant Alison Rendinaro said they were also at Town Hall and the information was on the Town website.

4. Department and Committee Reports

Police – Police Chief Shawn Bernier reported a daytime burglary last Thursday on Berry Road. He said the male suspect might be targeting the elderly. The incident is still under investigation. Chief Bernier asked the public to report any suspicious cars or pedestrians to the police department.

Chief Bernier said Stark Leidtke was found guilty two weeks ago for arson, including three buildings burned in New Durham. He said a little over \$600 in restitution is due the Boodey House, and there should also be some coming to the Town.

He told the Board part of the renovation work on the police station has begun.

Equipment Mechanic – Equipment Mechanic David Valladares discussed the grader with the Board, saying he has met with the three manufacturers of All Wheel Drive graders – Caterpillar, Volvo, and John Deere – and the Town's specifications are being confirmed so the bid process can begin.

Boodey House Committee – Chairperson Cathy Orlowicz gave a presentation on the reconstruction project of the Boodey HOuse, providing history on the House and asking for formal support or a recommendation of a direction for the future from the Board. She said the Town accepted the donation of the Boodey House in 2006 and the building has since been dismantled. The Committee offered proposals regarding the reconstruction and use of the building, including results from a feasibility study sent to 100 randomly selected residents. She said, of the 27 surveys returned, 85 per cent indicated using the Boodey House as a life-style museum, and other indications were for educational demonstrations and school use.

She said the Committee would like to see a full basement under the House for utilities, the chimney reconstructed for a functional fireplace, a log cabin reconstructed as an entry way, and the second floor used for display of Boodey family items. The Committee supports the building's use for educational purposes, featuring early Town and church history. Ms. Orlowicz indicated the Committee has had offers of help for the reconstruction phase.

She said the next step is to ask the Board for its formal support. She would then contact Aaron Sturgis about the actual reconstruction work and contact a donor who will help with timber needs. After that, the Committee could develop the programs. She said no cost estimates have been done yet, as the Committee needs to determine the final use of the Boodey House. She said the Committee needs the Board to agree this is the direction it should go in before it approaches donors. She noted that the Town owns the House. Ms. Orlowicz said the planned location for the House, at Berry and Stockbridge Corner Roads, still meets the Committee's needs.

Selectman David Bickford said it appeared the Committee has done some fine-tuning, but the main direction is the same. Ms. Orlowicz agreed, and said the Committee will be making a presentation for costs. The Board will review the Committee's packet and discuss the matter further in January.

Emergency Management – Emergency Management Director Ken Quigley, also representing the Fire Department, presented a renovation proposal for the fire station. He said the department can go out for three separate bids, and the money for the project is available. He suggested Board members take the plan to the station, where he or Fire Chief Peter Varney could walk them through it.

He noted the department's concerns as being the radio room and lack of office space. He said currently eight officers are using two desks, and there is no privacy for residents. The plan calls for internet and phone drops at desks, a counter for customer service, and raising the radio room four feet 10 inches to provide storage space underneath. Chair Jarvis asked how the plan would comply with ADA regulations if the floor were raised. Selectman David Bickford asked if the floor were subterranean. Director Quigley indicated the department wanted to get the ball rolling. Chair Jarvis pointed out that a wheelchair would not fit through the door.

Director Quigley said the Town needs to provide adequate workspace for the department. He said this project would accommodate future growth. Selectman Bickford said it was a matter of cost. Director Quigley said he would like the plan to go out to bid. Selectman Bickford said the department should determine the cheapest way to bring up the floor before going out to bid.

Chair Jarvis asked about using the office space above the community room. Director Quigley said it is an open workspace now, with only two cubicles and one telephone. Chair Jarvis said ADA issues related to raising the floor and the radio room need to be addressed. She suggested the department check with Building Inspector/Code Enforcement Officer Arthur Capello.

5. Status Reports

Employment Opportunities – Chair Jarvis reported 21 applications for the part-time position at the Transfer Station, the majority of which the Board has reviewed. She said

Mike Clarke and Foreman Joe Bloskey have ranked them. She said she ranked them, also. Mr. Clarke said they wanted the Board's input. Chair Jarvis suggested setting up interviews. She said there are qualified individuals for both the part-time and full-time positions, and indicated AC Rendinaro would be involved with the interviews. Chair Jarvis said she would help work out some questions for the interviews. Applications for the full-time position will be accepted until the end of business Friday. She said there are already more than 10 applications. She suggested rating them and setting up interviews. Mr. Clarke said he would have the applications to AC Rendinaro at the end of the day on Friday.

6. Old Business

LCHIP Award – Chair Jarvis announced that the Town received a matching fund grant of \$7,500 for an Historic Building Assessment for Town Hall. She said the matter will come up at Town Meeting. Selectman Bickford asked if the Board would budget the \$7,500. Chair Jarvis replied that it would, and that the request may be a warrant article.

Fire Department Rules and Regulations – Chair Jarvis said the Board approved the revisions to the Fire Department's Rules and Regulations, but never indicated a date when the changes needed to come into compliance. Selectman Bickford said he assumed that would happen as the opportunities presented themselves. He said you wouldn't want to set a deadline without speaking to the department. He said he would like a list of the department's questions.

7. New Business

Highway Department Policy – Chair Jarvis said the provided material on snow removal and ice control was considered Standard Operating Guidelines, and the Board did not deal with those, so she was uncertain if it should come before the Board. Road Agent Mark Fuller said the Town's insurance company recommended doing so. Chair Jarvis said the title should be Snow Removal and Ice Control Regulations, then. RA Fuller said he would prefer avoiding the word Regulations, as there are so many variables in the winter. He explained that every storm is different and "guidelines" afforded more flexibility. He said the Town's insurance company wants the Board's blessing on this.

Selectman Bickford said it was appropriate for the Board to review the guidelines. The Board discussed several points involving awkward phrasing and clarity. Mr. Clarke said he would make the suggested changes and bring back the guidelines. Chair Jarvis said the Board would then vote on it.

Highway Department Purchase Order – The Board discussed winter tires and three quotes regarding culverts. Mr. Clarke said 13 pipes on Ragged Mountain Road and Wentworth Road need to be replaced. The work was budgeted for 2010.

Motion by Chair Jarvis to approve the request of the Highway Department in the amount of \$10,000 for culverts to be purchased from JAF Industries, Inc. of Londonderry; second by Selectman Bickford. 3-0.

Transfer Station – RA Fuller said he tweaked the contract with Bestway and wanted the Board to review it. Selectman Fred March asked if the grader issue had to go before the town. Chair Jarvis said she believed it did. She said the lease/purchase is

contingent upon Town Meeting. Mr. Clarke said all companies contacted are willing to do a lease/purchase.

Equipment Mechanic Purchase Order – **Motion by Chair Jarvis to waive the purchasing policy for the purchase of winter tires in regard to Northeast Tire Service, as it is government pricing.** Selectman March brought up changing the purchasing policy. Selectman Bickford said such policies exist to avoid fraud. Chair Jarvis said one of the revisions of the current purchasing policy that department heads suggested is exempting those on the state bid list. **Second by Selectman March. 3-0.**

Motion by Chair Jarvis to award the purchase of winter tires as outlined by Equipment Mechanic David Valladares to Northeast Tire Service in the amount of \$3,329.48; second by Selectman Bickford. 3-0.

Planning Board Request for Counsel – Chair Jarvis said the Planning Board granted conditional approval to a developer years ago and the project is not moving forward. The Local Government Center suggested that Town Counsel render an opinion. Chair Jarvis advised the legal line may be overdrawn, but the Planning Board's budget could pay for six hours of Town Counsel's time, as it has \$1,050 available.

Motion by Selectman Bickford to authorize the Planning Board's use of Town Counsel for six hours regarding the Kodiak subdivision; second by Selectman March. 3-0.

Town Hall Roof Bids – The Board discussed the bids received for the Town Hall roof, with the recommendation that the shingles should be removed, repairs made, and then replacement shingles installed. One bid came in differently than the other two, so the bidder was given more time to bid the same specs. Bid award should occur on Thursday. Selectman Bickford said the disposal fee needs to be included.

Kings Highway Waiver – AC Rendinaro explained that a property was foreclosed on and the attorney neglected to provide proper notice of the foreclosure sale to the Town. She said action by the Board would not waive the lien against the property.

Motion by Selectman Bickford that the Board of Selectmen sign a Waiver of Notice regarding 105 Kings Highway; second by Selectman March. 3-0.

The Board signed the waiver.

8. Schedule Next Meetings

The Board scheduled its next budget review meeting for December 9, 2010 to discuss the equipment mechanic and executive budgets. Chair Jarvis said she was in hopes that assessing information and figures for personnel administration would be available then.

The Board scheduled a series of public hearings on Capital Reserve Funds and Expendable Trust Funds for December 13, 2010.

The Board scheduled its next business meeting for December 20, 2010 at 7:00 p.m. at Town Hall.

9. Approval of Minutes

The Board tabled the five sets of minutes listed on the agenda, as it had seven items to consider in non-public session.

10. Non-public Session

Motion by Chair Jarvis at 8:51 p.m. to enter into non-public session under RSA 91-A: 3 II (a), (c), and (e); second by Selectman March. A roll call was taken. Jarvis – aye, Bickford – aye, March – aye.

The following decisions were made in non-public session:

Motion by Chair Jarvis that the Board of Selectmen sign the deed waiver for 113 North Shore Road, Map 270, Lot 018; second by Selectman Bickford 3-0.

Motion by Chair Jarvis to send 105 Ten Rod Road, Map 267, Lot 23 to deed; second by Selectman Bickford. 3-0.

Motion by Chair Jarvis to waive the tax deed for 343 Birch Hill Road, Map 239, Lot 24, provided that the agreement is signed and executed; second by Selectman Bickford. 3-0.

Motion by Chair Jarvis to abate \$377 in taxes due to overpayment of the 2010 tax bills, which resulted from the revaluation of the following properties: Map 243, Lot 32; Map 245, Lot 15; Map 269, Lot 8; Map 209, Lot 55; Map 209, Lot 54, Map 267, Lot 2; Map 250, Lot 63, Map 249, Lot 14, and Map 243, Lot 31; second by Selectman March. 3-0.

Motion by Chair Jarvis at 9:50 p.m. to come out of non-public session; second by Selectmen Bickford. 3-0.

11. Adjournment

Motion by Selectman March at 10:53 p.m. to adjourn; second by Chair Jarvis. 3-0

Respectfully submitted,
Cathy L. Allyn

A video recording of this meeting is on file with the Office of Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-A:4, or for a minimum of 24 months.