

**Town of New Boston
Selectmen's Meeting
June 18, 2012**

<u>PRESENT:</u>	Rodney Towne	Selectman
	Dwight Lovejoy	Selectman
	Christine Quirk	Selectman
	Peter Flynn	Town Administrator

Police Chief James Brace, Road Agent Dick Perusse, Town Clerk Irene Baudreau, Deputy Town Clerk Cathy Strausbaugh, Fire Inspector Russ Boland, Planning Board Chairman Stu Lewin and Brandy Mitroff were present.

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Dwight Lovejoy at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda-The Selectmen signed the consent agenda. Rodney moved to approve the consent agenda. Christine seconded the motion. All were in favor. 3-0

B. PUBLIC FORUM:

None.

C. APPOINTMENTS:

Item 1: a) Road Agent Dick Perusse-Discussion and recommendation for Award for engineering contract for Riverdale Road Bridge.

b) Discussion re: Bids for Gregg Mill Road Bridge rehabilitation project-Construction award recommendation.

Road Agent Dick Perusse was present to meet with the Selectmen to update them on the following Highway Department projects:

- Gregg Mill bridge rehabilitation project: Bids were due today at 4:00. None were received. Five contractors were invited and two attended the sitewalk and expressed interest in the project but decided not to submit a bid. This project needs to be done in the summer to not interfere with school bus routes. Dick hopes the bids will be in tomorrow's mail and if not, he will follow up with the contractors.
- Riverdale bridge: The Highway Department will entertain engineering quotes from Dubois & King, and Hoyle & Tanner.
- Doherty Lane: Dick was working with Engineer Earl Sandford for a bid for repair of the existing foots but has since decided to amend the bid with additional work that will involve amending the current permit and will need an engineer stamp.

Earl agreed to do this and Dick expects a quote from Earl this week. This project will not start until the final plan is drawn by Sandford.

- Completion of water truck by department employees: This cost \$6,800 to complete, ½ for parts and ½ for labor. In contrast a kit repair would have cost over \$10,000. Dick is happy with the work that was done.
- Purchase of plastic and concrete pipe: Dick apologized for not consulting the Selectmen or Town Administrator before purchasing this pipe. Instead he reviewed roads that needed it and ordered based on need for Scobie Road, McCurdy Road, Bedford Road and Summit Road. He did spend more than expected.
- Crushing gravel: This was completed. More product was made than was budgeted for. This will be paid for with money from other funds for projects where the gravel will be used.
- Calcium and forks for the loader: Dick apologized for not consulting the Selectmen or Town Administrator before these purchases. He purchased the calcium at a reduced price and saved approximately \$3,200. The town has enough calcium for the season. He did not spend all that was budgeted for calcium and will put this savings toward the loader rehabilitation including fork and quick connect setup that are expected to benefit the town.
- Planning Board Chairman Stu Lewin was present and asked Dick about the new procedure established at the last Planning Board meeting where Dick will confirm review packets are received by the Highway Department. Four were sent recently and Dick did receive them and confirmed with Planning Coordinator Nic Strong.

Item 2: Town Clerk Irene Baudreau-Further discussion relative to use and implementation of the ELECTRONIC CLERK/PRESENTMENT AND PAYMENT PROPOSAL FOR THE TOWN OF NEW BOSTON

Town Clerk Irene Baudreau and Deputy Town Clerk Cathy Strausbaugh were present to meet with the Selectmen to discuss projects the Town Clerk's office is working on:

- The proposal to accept online registration of dogs and motor vehicles was discussed. This can start in 2013 or anytime. A representative from Avitar will meet with a Selectmen, the Town Administrator and the Town Clerk to explain it further. Irene said this program seemed popular with other NH Town Clerks at the Town Clerk Conference she recently attended.
- The state will bring a new computer to New Boston to process boat registrations this week.

D. OLD BUSINESS:

Item 3: Second Reading-Public Hearing- A Policy-Request for Legal Inquiries and/or Opinions from Town Counsel: Peter said most towns have a policy for this. Different departments need advice from town counsel and the Selectmen need to authorize and know who asked, when and what was found out. Input was received from Planning Coordinator Nic Strong. No comments were received from other departments. Rodney moved to bring this policy to a third reading at the next Selectmen's meeting. Christine seconded the motion. All were in favor.

Item 4: Second Reading-Public Hearing: A Policy- Acceptance of Donations and Gifts:

Stu asked if small vendor gifts can be accepted. A \$10 limit can be accepted and this will be added to the policy. Rodney moved to approve this policy with the amendment discussed tonight. Christine seconded the motion. All were in favor. 3-0

Item 5: Review and adopt public minutes of June 4, 2012: The Selectmen reviewed the minutes. Rodney moved that they be accepted as presented. Christine seconded the motion. All were in favor. 3-0

E. NEW BUSINESS:

Item 6: Review of “Evacuation Policy” for town buildings as established by the New Boston Safety Committee-Request endorsement from the Selectmen: Peter said the safety committee met twice to discuss this and moved to bring this before the Selectmen before implementing. Fire Inspector Russ Boland prepared this policy. Rodney moved to adopt the New Boston, NH Building Evacuation Policy as written and amended with “2012” removed from the title. Christine seconded the motion. All were in favor. 3-0

Public Forum: None.

G. OTHER:

Item 7: Town Administrator’s Report: Peter reported on the following items:

1. **Forestry Committee:** Forestry Committee Chairperson Kim DiPietro has not yet followed through with the letter as advised by Town Counsel but will soon do so.
2. **Town Clerk Requests for consideration:** The Town Clerk will meet tomorrow with Peter and Police Chief Jim Brace regarding overdue dog licenses.
3. **Town Clerk Requests for input re:** Avitar software for use of credit cards in the clerk’s office as above.
4. **Road Condition 1 Old Coach Road:** Code Enforcement Officer Ed Hunter sent a letter notifying the property owner of the parking and drainage issue and will observe to see if any improvements are made.
5. **Alarm Problems:** An issue was found with the communication lines at the Highway and Police Departments. Dedicated lines will be installed.
6. **Yard Sale Issue:** Ed sent out a second letter last week.
7. **Officer Training Contract:** Town counsel is in the process of filing suit.

Item 8: Selectmen’s Reports:

Rodney will take over Selectmen Planning Board duties.

Item 9: Chief James Brace-Discussion re: Provisional Appointment(s) of Police Personnel:

- Jim extended a conditional offer to a certified candidate June 5 and is now in the final stages of the background check and hopes to appoint this candidate on July 2.
- An all day assessment of five potential officers was held last Wednesday to select a candidate for the open Sergeant position. One candidate was extended a conditional offer. The background process was started today and expected to be complete in three weeks.

- Another candidate is being considered for a patrol position. He needs a law package as he is from an 'out of state' police agency and looking to relocate to NH. He is interested in New Boston. This hire would affect the budget next year but not this year, as the staffing line is under budget so far this year. Total staff payroll is expected to cost \$455,000 this year and with this position would increase 12% next year to \$490,000 not including a possible COLA increase of \$10,000 total for the department. This is due to the department being understaffed since 2010 when it was fully staffed at \$474,455. The budget was then decreased due to less officers and bringing in less experienced officers to replace officers that left. Next year's proposed figure is 3% more than the figure from 2010. If the officers had not left after 2010 the staffing line could have been over \$500,000 this year. If all these candidates are hired New Boston will have a veteran department. All the candidates have reached out to Jim expressing interest in New Boston. All are fantastic candidates with great experience and education. With the third candidate New Boston could move to 24-hour police coverage by October 1. The Selectmen will review this further before making a decision on the third candidate this week with a vote one way or the other to be decided at a special Selectmen's meeting to be scheduled for Friday at 9:00 AM.

ADJOURNMENT: Rodney made a motion to adjourn the meeting at 7:22 PM. Christine seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien