

APPROVED

Town of New Boston Selectmen's Meeting January 4, 2016

PRESENT: Joe Constance Selectman
Dwight Lovejoy Selectman
Christine Quirk Selectman
Peter Flynn Town Administrator

Fire Chief Dan MacDonald, Willard Dodge, Road Agent Dick Perusse, Highway Department employees Terry Gordon and one other, Amy Parrish, Town Clerk Irene Baudreau, Deputy Town Clerk Cathy Strausbaugh and Police Chief James Brace of the public 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. Joe moved to approve the consent agenda. Christine seconded the motion. All were in favor. 3-0

B. PUBLIC FORUM:

None.

C. APPOINTMENTS:

Item 1: Dick Perusse: Presentation to Highway Department Employee Terry Gordon: Road Agent Dick Perusse was present to meet with the Selectmen to recognize Highway Department employee Terry Gordon for his many years of service working with the Highway Department. He has been taking classes and recently achieved a Road Scholar status. Dick presented Terry with a framed Road Scholar certificate and the Selectmen thanked him for his service through the years.

Item 2: Town Clerk Irene Baudreau and Deputy Clerk Cathy Strausbaugh-Election Update: Town Clerk Irene Baudreau and Deputy Town Clerk Cathy Strausbaugh were present to meet with the Selectmen to discuss election changes and updates. Irene said there is a federal primary election coming up on February 9 and a town election March 8. She reviewed details and requirements candidates filing for office must follow along with changes to absentee ballots and ballot clerks and counters procedure that are new this year. Absentee ballots can no longer be dropped off; they must be mailed directly to the Town Clerk's office or personally handed directly to the Town Clerk or her Deputy. A memo will be sent to all Town Hall employees to make sure they do not help the Town Clerk's office by accepting absentee ballots as they would need to be returned to voters in this situation. If residents have any questions they should contact the Town Clerk's office. The Town Clerks are attending a training seminar January 23 at Goffstown High School to learn about the new laws and rules. The Town Clerks will hold a

meeting for ballot clerks and counters on January 27 to update them. 3-4 new ballot counters volunteered this year. The primary election is expected to be very busy. A majority of the Board have to be present at all times. Willard Dodge was present and asked if there were any changes to the voting booths. Irene said these will remain the same except for the handicap booth and setup may be changed to accommodate the number of voters expected and to use all three gym doors. Irene will confirm if any school activity will occur that day.

Item 3: Emergency Management Director Dan MacDonald-Discussion and Request For Warrant Article Re: Communications Tower and Building: Emergency Management Director Dan MacDonald was present along with Police Chief James Brace and Road Agent Dick Perusse to meet with the Selectmen to discuss a proposed solution to the issues occurring at the combined radio communication tower at Ridgeview. In 2011 these departments came forward with a proposal to apply for a federal grant for important upgrades for security and fire hazards at the radio communication site but the grant was denied, probably because the site does not service a regional area. Since then there have been significant deficits in radio communication for all departments. The Police Department equipment is the lowest on the tower and lost communication due to tree growth around the site. The Fire Department equipment is the next up on the tower and the Highway Department equipment is at the top of the tower. The building that holds three radios and a repeater is in bad shape with cracks and mice and it is crowded and hard to access equipment if it needs maintenance. This problem is expected to get worse. These departments think there is a good chance they could be awarded a 50/50 matching grant from the state to improve the site. They propose a used precast building that comes complete with hookups and heating and cooling that is needed to keep the equipment operating efficiently. They propose a crushed gravel and concrete pad but the Selectmen prefer a concrete pad if it is not cost prohibitive. This is expected to last 20-25 years and makes the equipment more reliable. Standalone antennas are preferred over tiedown. Dan is working with the communication contractors to try to blend the tower in with the surroundings. This project will be discussed with abutters. Joe asked if something could be worked out with the tree owners to allow the signal to work properly. Dan said that is probably not possible but a taller tower is proposed to overcome the tree growth issue. Joe asked how paying the \$98,150 town responsibility from the fund balance would affect the fund balance. Peter said the \$1 million threshold recommended by the state would be close but the fund balance would remain healthy around \$1 million. Peter recommends the town portion of the matching grant be paid from the fund balance rather than be appropriated through taxes. The Selectmen can change this if they wish and the Finance Committee can make a recommendation on how to pay for this as well. This amount was determined through quotes. A soft match may be possible bringing costs down. The Selectmen reviewed a proposed Warrant Article for this grant. The language “this Article is contingent upon receiving the grant” will be added to the Warrant Article. If the Warrant Article or grant application is denied, no improvements would be made at the site at this time. The departments would keep working with what is there and work on a future improvement plan. A used tower was considered but determined not appropriate. Police Chief Jim Brace noted he came to the town in 2014 when he realized there was a Police Department radio communication issue at Dodge Road. The quote to improve radio communication at that time was \$80,000 but the communication issues with the Ridgeview site, this plan will fix that for all departments at a comparable cost and tremendous value if the grant is awarded. Dan said that in 2011 the grant reviewer said it was a unique request but a worthwhile request. He hopes the request will be received favorably this time. If it is denied, the departments will try for a

grant for this project again. Joe moved to include this amended Warrant Article in the presentation to the Finance Committee for review for the upcoming town ballot. Christine seconded the motion. All were in favor. 3-0

D. OLD BUSINESS:

Item 4: Adoption of Public Minutes of December 21, 2015: The Selectmen reviewed the public minutes of December 21, 2015. Joe moved they be accepted as presented. Christine seconded the motion. All were in favor. 3-0

E. NEW BUSINESS:

Item 5: Appointment of Planning Coordinator: The town recently received Planning Coordinator Nic Strong's resignation. Peter has been following through on the reorganization plan as discussed at the December 21 meeting. He recommends Shannon Silver as the new Planning Coordinator per his memorandum of December 31. Shannon received 4 letters of recommendation as well as Peter's recommendation to vote for her appointment this evening. Peter has had extensive conversations with Shannon regarding her understanding of the job description and noted to the Board that she is very enthused about promotion and looks forward to working with the part time professional planner. No other applicants for the Coordinator's position applied after posting in-house. She has a plan to rearrange the Planning office. The Planning Consultant opening will be advertised in the Goffstown News and the website for one more week. At that time Shannon will also review applications for the part time Planning Clerk position. Joe moved to appoint Shannon Silver as Planning Coordinator as of January 18. Christine seconded the motion. All were in favor. 3-0

Item 6: Review of Year End Spending and Revenues (as received so far): Peter reported \$140,000 is unexpended as of last week but more bills are expected in the next couple weeks. Peter believes that the surplus (unexpended funds) should be in the amount of approximately \$100,000 and this amount would be added to the fund balance, enough to pay for the tower discussed earlier.

F. OTHER BUSINESS:

Item 7: Town Administrators Report:

- The Foot Traffic Safety Committee: No new update.
- Town Hall Basement: The stairs and windows are pending. The electric service at the Town Hall is being upgraded. This need was not known during the budget preparation last year but became apparent when the heat/ac system was upgraded. Eric Whipple is doing the electrical work and he estimated that the upgrade would cost \$8,875. This project will probably be done on weekends. Dwight noted he spoke to Eric and agrees that his estimate seems appropriate. Joe moved to encumber \$8,875 for the purpose of funding the Town Hall electrical upgrade (noting that entire amount may not be needed). Christine seconded the motion. All were in favor. 3-0
- Budget as above. The Selectmen and Finance Committee will reconvene January 9 at 9:00 AM and spend half a day reviewing the budget and Warrant to vote and submit the budget for the school and town to submit to the Public Hearings and Deliberative

Sessions. The public can comment and make suggestions at the Public Hearing in mid-January and the Board can then vote to submit the budget to the Deliberative Session and then on to town voting.

- Planning Department Reorganization: As above.

Item 8: Selectmen's Reports:

- Dwight thanked Joe for attending the Planning Board meeting as Dwight was unable to attend last week. Road Agent Dick Perusse was present tonight and noted at the Planning Board meeting issues with Wright Drive were discussed. The developer and contractor did not attend the meeting. The road could not be approved and a \$70,000 bond was requested. Dick received a letter from Town Engineer Kevin Leonard, did not open it yet but believes it may pertain to Wright Drive. Kevin has indicated recently that he is having a hard time communicating with the developer. The residents on Wright Drive are not receiving town services, are not happy about this and want the town to approve the road before winter is over. Planning Board member Mark Suennen asked all involved to contact the developer for action.

Public Forum:

Willard Dodge was present and asked if work was able to be done on Wright Drive. Joe explained there is a drainage issue as some material was supposed to be moved from one side of the road to the other but this project is not complete. Two lots were sold and homes built. The curbing controversy is resolved. There was a culvert issue where there was silt in a pipe that was partially cleaned, a second pipe had larger stone that was washed out and should be replaced. Some residents couldn't find the survey markers and the surveyor will mark these better. If the top coat is damaged, the developer has to fix this as in any subdivision.

Item 9: Possible Request for Non-Public Per RSA 91-A:II, (d): None.

ADJOURNMENT: Joe made a motion to adjourn the meeting at 6:54 PM. Christine seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien