

Approved

Town of New Boston Selectmen's Meeting March 21, 2022

<u>PRESENT:</u>	Donna Mombourquette	Selectman via Zoom
	David Litwinovich	Selectman
	Jennifer Brown	Selectman
	Paul Branscombe	Town Administrator

Assistant to the Town Administrator Laura Bernard, Road Agent Allen Brown, Police Chief James Brace, Betsy Whitman, Karen Scott, Mary Koon, Susan Carr, Kaleb Jacob, Bill McFadden, Mike Pimenta, Road Committee Chairman Mark Debowski and one or more additional members of the public were present for all or part of the meeting.

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

Consent Agenda- The Selectmen reviewed the March 21, 2022 consent agenda. David moved to approve the March 21, 2022 consent agenda items including payroll, Accounts Payable and other signed official documents. Jennifer seconded the motion. All were in favor. 3-0

B. PUBLIC FORUM:

Donna noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. Comments will be confined to issues on the agenda only. The Board asks that if you have issues or questions that need to be brought before the Board, please fill out a request to appear form and send it to the Town Administrator beforehand. Upon review of the request, you may be placed on a future meeting agenda. Anyone with a comment is asked to comment as per the rules for live meetings and state your name and address for the record and that comments be respectful and thoughtful. The Board will listen, but public comment is typically not back and forth. Seeing none, Donna closed the first session of public comment.

C. APPOINTMENTS:

None.

D. NEW BUSINESS:

Item 1: Susan Carr To Review With The Select Board The Energy Commission's Work And Focus And The Current Status Of The Senior Transportation For New Boston: Energy Commission member Susan Carr was present to meet with the Select Board to discuss projects the Commission is involved with as follows:

- She distributed a report from the Energy Commission noting the Commission is an advisory commission and a great resource available to the Board but were notified of projects and needs late last year and were not able to contribute in a timely manner. She reminded the Board that the Commission is a great free resource with incredible and experienced members. The Commission is also working to improve broadband access in town and is trying to survey community members. The Commission meets the first Tuesday of every month at 6:30 PM via Go-To Meeting. The Board requested meeting minutes be submitted to the Town Administrator for all Committees and Commissions to ensure the Board is aware of these activities.
- The town has been providing Senior Transportation Services to and from residents' homes through SNHPC. The service is advertised, and the Recreation Department provides outreach. Usage reports were provided to the Select Board showing ridership has increased. She reviewed the procedure to obtain rides. The drivers are incredible with the Seniors, and it is a great service to the town. Federal grant money is available to provide this service for elderly, disabled and low-income residents primarily for medical appointments but also for other situations. The budget is adequate.

The Select Board thanked Susan for these important updates.

Item 2: Road Agent Allen Brown-2022 Roads To Be Reclaimed And Paved: Road Agent Allen Brown was present to meet with the Select Board to discuss Highway Department projects as follows:

- Roads planned for reclamation and paving in 2022 are portions of McCurdy Road, Summit Road, Jessica Lane, Joe English Road and Meetinghouse Hill Road. The project estimated costs were reviewed and \$45,000-50,000 of the available funds are anticipated to be leftover.
- Mud season has begun. The Highway Department is working to control it but there is a shortage of needed materials. Dirt roads are improving with the weather conditions.

Item 3: Ex-Officio Committee Appointments: The Select Board considered their annual ex-officio committee appointments. David moved that Select Board members will serve as ex-officio members of Committees as follows:

- | | |
|--|----------|
| • CIP Committee | Donna |
| • Finance Committee | Donna |
| • Forestry Committee/Rail Trail/Recreation | Jennifer |
| • Highway Safety Committee | David |
| • Planning Board | David |
| • Solid Waste Advisory Committee | Jennifer |
| • Road Committee | David |

Jennifer seconded the motion. Discussion: The Board is not aware that the Forestry Committee has had an ex-officio member and there are no ex-officio members of the Rail Trail Committee and Recreation Commissions, but Select Board members can participate as private citizens.

David moved that Select Board members will serve as ex-officio members of Committees as follows:

- | | |
|----------------------------------|----------|
| • CIP Committee | Donna |
| • Finance Committee | Donna |
| • Highway Safety Committee | David |
| • Planning Board | David |
| • Solid Waste Advisory Committee | Jennifer |
| • Road Committee | David |

Jennifer seconded the motion. The motion carried. 3-0

E. OLD BUSINESS:

Item 4: Continued Review Of Select Board Rules And Procedures: The Select Board reviewed proposed Select Board Rules and Procedures. Typos will be corrected, and revision and annual review records will be kept on the document. David moved to accept the Select Board Rules and Procedures as of March 21, 2022 as amended. Jennifer seconded the motion. The motion carried. 3-0

Item 5: Approval of Public Minutes of March 14, 2022: The Select Board reviewed the Public minutes of March 14, 2022. David moved the Public minutes of March 14, 2022 be accepted as amended. Jennifer seconded the motion. The motion carried. 3-0

F. OTHER BUSINESS:

Item 6: Town Administrators Report: Paul reported the following:

- New Format for Select Board meeting information: Recommended changing the way the Select Board receives their packet of information for meetings. To simplify the process, he proposed replacing the binders with individual folders for each Board member containing the agenda and supporting documentation. The Board can take the paperwork home and return the folder to the Town Administrator to prepare with information for the next Board meeting. A separate folder would be presented for Correspondence to be reviewed and initialed that the Board reviewed the documents. Many documents are also available electronically. The Board agreed.
- Policies & Procedures Check List: A list of adopted, drafted and proposed policies was reviewed.
- Department Head and Staff Meetings: The first mandatory Department Head meeting was held on Tuesday March 15th. Going forward these will be held on the Tuesday following the second Select Board meeting of the month. The first Staff meeting was also held at noon that day and these will also continue monthly. Both meetings were well attended and allowed Paul the opportunity to interact with the employees. These meetings increase awareness among the Departments of the work going on in Town and elevates the camaraderie. Department reports will also be provided to the Town Administrator seven business days after the close of the previous month. They will then be distributed to all Department Managers and Select Board and posted on the website.
- Landfill Post-Closure Report: The report is signed and sent it along to DES as required annually.

- Planning Recording Secretary: The funds for the Minute taker in the amount of \$3,000 was removed from the 2022 Operating Budget and funds will be taken out of the unused Planning Board clerical budget to cover this open position that will be advertised.
- New Boston Taxpayers Association: Paul met with representatives of the Association March 17th to better understand their role in Town and see if there are ways to settle any disputes that may arise.
- Community Projects: An e-mail from NH Congresswoman Annie Kuster was reviewed noting there are funds available for one small and one large town project. Paul discussed this with Department Managers. He proposes applying for funds to repair the Town Hall chimney and steps and for a new fire station along with other available grant funding.
- The town posted a Facebook post for citizen awareness of how the town is handling roads during mud season.
- The town received a post that the town needs a grant writer. Paul is working with experienced grant writer Kathryn Heck from NH Municipal Association to help the town with this task. The Select Board thanked Paul for these efforts.

Item 7: Select Board Reports:

The Select Board will now post their reports along with the agenda for transparency and to give the public the opportunity to comment on these along with the Town Administrator and Department Manager reports that will also be posted with the agenda.

Item 8: Department Manager Reports: Documentation provided. The Select Board thanked the Department Managers for their efforts.

G. PUBLIC FORUM:

Donna noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. Comments will be confined to issues on the agenda only. The Board asks that if you have issues or questions that need to be brought before the Board, please fill out a request to appear form and send it to the Town Administrator beforehand. Upon review of the request, you may be placed on a future meeting agenda. Anyone with a comment is asked to comment as per the rules for live meetings and state your name and address for the record and that comments be respectful and thoughtful. The Board will listen, but public comment is typically not back and forth.

Mike Pimenta of McCurdy Road was present and appreciates McCurdy is planned be paved. He requested the Road Agent meet with residents on the road before paving occurs to review the driveways to ensure proper drainage from the road to the properties.

Road Committee Chairman Mark Debowski of Byam Road was present and noted disappointment that the Road Committee and its paving recommendations were not mentioned during tonight's discussion with the Road Agent. He is a licensed professional civil roadway engineer who donated approximately eighty hours to the town analyzing its roads to help the

Road Committee prepare recommendations for a three-year road paving plan and none of the recommendations discussed tonight were on the Committee's plan. Five roads were paved in 2021 with a basecoat and these were part of the Committee's plan for a topcoat in 2022 for stabilization. These are not in the Road Agent's plan. Tonight was the first time he as the Road Committee Chairman has heard of the Road Agent's 2022 paving plan. Mark is concerned there is a breakdown of communication and the time he donated to the town is being undervalued. He questioned if the Select Board wants to continue to have a Road Committee. The Road Agent has not attended many of the Committee meetings which is also causing a communication breakdown. Committee morale is low as they don't feel they are being heard or considered during road improvement projects. Mark is also concerned the Road Agent has done road work that has not been part of the Committee's plans such as paving done without communicating with the Road Committee at Byam and Wilson Hill Roads that is hiding road defects, the road crown was not restored and drainage problems persist. He asked the Select Board to consider if and how the Road Committee should continue as the current method is not working. The Select Board thanked him for his comment and asked the Town Administrator to consult with David and Mark relative to the Road Committee which the Select Board values.

Betsy Whitman of Cochran Hill Road was present and noted Cochran Hill Road is in bad mud conditions, traveled more often than in the past and is now very hard to travel. She recommended this short section be considered for paving as residents use it to travel to the Transfer Station three days per week and there is school bus travel.

Seeing no further Public Comment, Donna closed the second session.

Item 9: Request for Non-Public-Per RSA 91-A:3, II(b): David moved to enter Non-Public session per RSA 91-A:3II(b) at 6:41PM. Jennifer seconded the motion. All were in favor. 3-0

David moved to exit Non-Public Session at 7:38 PM. Donna seconded the motion. All were in favor. 3-0

David moved to appoint Shane Morton and Joshua Winkoop as full time Police Officers and Carol-Ann Nitzsche as part time Records Clerk effective April 4, 2022 at pay rate specified in Police Chief James Brace's proposal. Jennifer seconded the motion. All were in favor. 3-0

David moved to adjust the entry pay rate for brand new non-certified candidates for the New Boston Police Department effective March 27, 2022 as proposed by Police Chief James Brace. Jennifer seconded the motion. All were in favor. 3-0

David moved to promote Senior Patrolman Matthew Sullivan to the rank of Corporal effective April 4, 2022 at the pay rate specified in Police Chief James Brace's proposal. Jennifer seconded the motion. All were in favor. 3-0

David moved to enter Non-Public session per RSA 91-A:3II(c) at 7:41PM. Jennifer seconded the motion. All were in favor. 3-0

David moved to exit Non-Public Session at 7:49 PM. Jennifer seconded the motion. All were in favor. 3-0

ADJOURNMENT: David moved to adjourn the meeting at 7:50 PM. Jennifer seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room April 4, 2022 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available**