

Approved

Town of New Boston Selectmen's Meeting June 27, 2022

PRESENT: Donna Mombourquette Selectman
David Litwinovich Selectman
Jennifer Brown Selectman

Paul Branscombe Town Administrator

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 June 27, 2022 consent agenda. David moved to approve the June 27, 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 this is a business meeting of the New Boston Select Board. Comments and feedback are welcomed but because this is not a public forum or public hearing, comments will be on the agenda items only. Dialogue or answering of questions will not be part of the meeting. Should you have an issue you wish to discuss, please communicate with the Town Administrator who may resolve your issue or potentially schedule your appearance before the Board at a later date. The Board appreciates your understanding and cooperation.

Karen Scott of Dane Road was present and noted appreciation for listing the items on the consent agenda and asked for more detail. The Board noted this information is available by contacting the Town Administrator. Karen also asked for more discussion when the Board discusses Item 10. She was thanked for her comments.

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

C. NEW BUSINESS:

Item 1: Recreation – Discussion on Drainage Issues: Recreation Director Mike Sindoni and Contractor George St. John was present to discuss drainage issues affecting the downtown area. George described the issue in detail noting there is a broken pipe in the area that was placed approximately fifty years ago. It is unknown where the pipe comes from, possibly Molly Stark Lane. It is believed the pipe broke during winter 2020 and has caused flooding in the downtown area and ballfield multiple times as the pipe and catch basin is at capacity during heavy storms. The Highway Department repaired the area that is appreciated and helped a lot, but the repair is

not enough to prevent issues during heavy storms. Photos of the area in a minor storm were reviewed. George recommends the broken pipe be repaired and reattached to the pipe it comes from. Mike also recommends it be addressed to protect the town's assets in the downtown area. David noted this should be repaired and the Highway Department should be proactive in keeping culverts cleared to prevent flooding issues and protect all properties in town. This will be discussed with Town Engineer Kevin Leonard at the July 18, 2022 meeting where he will be asked to expand his scope of the town hall drainage project to include this flooding issue.

Item 1A: Scope of Work TH Drainage: Contractor George St. John was present to discuss drainage issues in the town hall. Paul noted there was a 2021 Warrant Article for \$35,000 that was not non-lapsing but recommends the Select Board encumber these funds to allow a contract to work on this project in 2023 that Town Engineer Kevin Leonard estimates will cost \$36,500. George reviewed the history of the issue and remediation attempts in detail. Kevin's report was reviewed. The Board will review Kevin's scope and fee in preparation for taking action at the July 18, 2022 Board meeting after which it is anticipated this project will be considered further with input from George, the Highway Department and Kevin. The Select Board will keep this issue separate from the issue discussed in Item 1 for now. Paul will contact Kevin for his opinion of these two issues and invite Kevin and George to the July 18, 2022 Board meeting.

Item 2: Bridges RFQ's: The Select Board has reviewed the RFQ for the Gregg Mill and Tucker Mill Road bridges and the responses in preparation for this meeting. David moved to approve Hoyle Tanner for engineering services for the Gregg Mill and Tucker Mill Road bridge projects. Jennifer seconded the motion. The motion carried. 3-0 Paul agreed this was great choice. He will discuss this with Community Development Director Shannon Silver to ensure the engineering services provided are appropriate.

Item 3: RUOK Program: Deb Jackson of Weare Road and Recreation Director Mike Sindoni were present to meet with the Select Board to discuss this potential program that could be initiated in New Boston. Deb explained the program in detail and hopes to initiate and manage it for New Boston in cooperation with town officials to prevent losing citizens to isolation. There is no anticipated cost to this program. Deb will complete a volunteer form as all volunteers do to be vetted as a volunteer on the town's behalf. The Board wants to ensure this program will create little-to-no additional burden on the Police Department and looks forward to the opportunity to implement this program and continue to be updated about its development.

Item 4: Adoption of Accounts Payable Policy and Credit Card Policy: The Board reviewed the draft Accounts Payable Policy. There have been no changes. David moved to approve the Accounts Payable Policy as presented. Jennifer seconded the motion. The motion carried. 3-0 The Board signed and dated the policy. The Board reviewed the draft Credit Card Policy. The Board had been considering a new policy, but the town already had one contained in its Personnel Policy. The Finance Director has been comparing the two policies to ensure the town is using the most appropriate policy and the Board reviewed the draft. David moved to accept the Credit Card Policy on June 27, 2022 to be signed after it is prepared in final form. Jennifer seconded the motion. The motion carried. 3-0

Item 5: Bedford Road Culvert Replacement: Contractor George St. John was present to meet with the Select Board to discuss the Bedford Road culvert replacement project. Paul noted there was a Warrant Article for \$75,000 that was not non-lapsing of which \$9,400 has been spent. Paul recommends the Select Board encumber the remaining funds to allow a contract to work on this project in 2023. The Board reviewed information in preparation for this meeting. George reviewed the history of the issue of culvert failures and remediation attempts over the years in detail. The current solution installed in 2020 was intended to be temporary. Town Engineer Kevin Leonard has reviewed the area and made recommendations to prevent future failures on this heavily traveled road and plans to contact NH DES for design approval. Paul noted the potential \$600,000 project cost is concerning but there is a \$400,000 NH DES Flood Risk grant opportunity with a July 1, 2022 deadline for which Kevin will submit a grant application this week. Kevin will be invited to the July 18, 2022 meeting to discuss this project as well.

D. OLD BUSINESS:

Item 6: Approval of Public Minutes of May 31, 2022, June 1, 2022 and June 13, 2022 and Non-Public Minutes of May 31, 2022 and June 1, 2022 (action requested): The Select Board reviewed the Public minutes of May 31, 2022. David moved to approve the public minutes of May 31, 2022 as presented. Jennifer seconded the motion. The motion carried. 3-0 The Select Board reviewed the Public minutes of June 1, 2022. David moved to approve the public minutes of June 1, 2022 as amended. Jennifer seconded the motion. The motion carried. 3-0 The Select Board reviewed the Public minutes of June 13, 2022. David moved to approve the public minutes of June 13, 2022 as presented. Jennifer seconded the motion. The motion carried. 3-0 The Non-Public minutes of May 31, 2022 and June 1, 2022 were not reviewed or approved.

E. OTHER BUSINESS:

Item 7: Town Administrators Report: Paul reported the following:

- **Community Development Department:** Paul met with Community Development Director Shannon Silver, Building Inspector Will Dinsmore, Planning Assistant Sonya Fournier and Building Assistant Danielle Morello the day after the Select Board meeting to instill in them how important this new Department (Planning, Zoning, Building and Code Enforcement) will be for building community with improved services. Will and Danielle are fitting in very well indeed.
- **Dougherty Lane Bridge:** After the Select Board gave Hoyle, Tanner the green light to move forward with the project, Josif Bicja contacted Northeast Boring and the earliest the work can be done is August 15th. Josif contacted NHDES to get the required permits underway. The Borings will cost an estimated \$3,546.00 and the Engineering \$86,852. Funds will be encumbered from the 2019 warrant article prior to year-end and another Warrant Article will be put forth in 2023 for the completion of the project.
- **Health Trust / Aflac Open Enrollment:** Human Resources Director Laura Bernard conducted an open enrollment session with both our health insurance provider and representatives from Aflac. The plan year begins July 1, 2022.
- **Kathie Vieira:** Highway Department Assistant Kathie Vieira completed her six-month probationary period on June 13th and received the applicable wage increase on the current

‘step and grade’ wage scale (I wanted to give her more but could not). All agree she is doing a great job scheduling the crew and budgeting.

- **Food Pantry:** On June 17th Paul met with Kathy Conk-Ryder, Lyn Lombard, Woody Woodland, and Mike Sindoni to discuss the New Boston Food Pantry as it will be closing on August 31st. Alternative arrangements are being made to guide folks to the Goffstown Food Network in Goffstown, a 501 c 3 organization available for Weare, Henniker, New Boston and Goffstown residents. The Food Network is open only on Wednesday evenings and Saturday mornings from 10:30 am to noon. Those seeking food will only be allowed to participate once per month. Recreation Director Mike Sindoni noted that many residents in need for food also need transportation, so he is offering to drive the department bus to the pantry the first Wednesday evening each month beginning September 7, 2022. Recreation Assistant Sheri Moloney has been volunteering at the Goffstown Food Network for many years. As the Welfare Director Paul will visit the Goffstown Food Network with Mike in September.
- **Northpoint Engineering:** Finance Director Jennifer Allocca and Paul met with Kevin Leonard to discuss Culvert Flood Risk Assistance Grants which could be used for the Culvert on Bedford Road.
- **RU OK?:** The second meeting of the group to discuss elements of this new program took place on June 20, 2022.
- **Civic Plus:** Laura and Paul met with Alex Webb, our account manager at Civic Plus, via zoom to discuss improvements to our website such as Intranet information for employees only, such as employees who do not have access to town computers. Alex recommends the current platform be upgraded with a possible redesign and this will be considered.
- **Cell Coverage Mapping:** Laura, Jennifer, and Paul met with Brad Gorham of Cell Coverage Mapping (CCM) via zoom to discuss conducting a cell coverage survey of the Town residents. CCM shall conduct an on-line survey to solicit feedback regarding cell coverage issues. Informational cards are available throughout town. This marketing effort is at no cost to the Town other than a small managing fee to CCM.
- **Lights on Mill Street:** On June 13th some Mill Street residents met with the Select Board to discuss the issue of the LED lights. Energy Commission Bill McFadden contacted the folks at Affinity on a fact-finding mission and learned the lights that are installed are the lowest wattage fixtures offered and there is only one type of shield. The Town may develop our own shield that would reflect the light down on the road and not into residents’ windows and more grant opportunities for LED lighting are being considered.
- **Propane & Oil bids:** SAU Business Administrator Scott Gross collected propane and oil bids on behalf of the buying group in which the town participates. Dead River is being considered for fuel items. Propane is being purchased through June 2023 at @1.54 a gallon. Goffstown Town Administrator Derek Horne and Paul have agreed to be flexible, and, if a two-year contract through 2025 is available we plan to jump on that. Scott is also researching price hedging-purchasing over a three-month period-buying in thirds to get an “average price.”
- **Department Manager Meeting:** At the recent Department Manager Meeting the RU OK? program was discussed along with a new budget cycle program with ClearGov online software. These and the monthly Administrative Assistant meetings will be moved from

Tuesdays to Wednesdays to allow Fire Department Administrative Assistant Brian Dubreuil to attend.

- **July 4th Photo Shoot:** Town Hall employees celebrated the holiday with an early photo shoot before several went on planned vacations. This was posted on social media and received many compliments.
- **Vacation:** Paul will be away the week of July 4, 2022. Finance Director Jennifer Allocca and Assistant to the Town Administrator Laura Bernard will take over town management during this time to ensure all is running smoothly. The Select Board will also be available.

Item 8: Health Officer Report: Paul reported the following:

- **RSA 128 Rules Public Hearing:** NH DHHS is holding a public hearing August 8, 2022 to discuss the proposed administrative rules to RSA 128.
- **Deputy Health Officer:** Community Development Director Shannon Silver agrees it is a good idea to have the Building Inspector serve as Deputy Health Officer. Will Dinsmore is completing a nomination form for the Select Board to sign and will complete a background check as required by NH DHHS.

Item 9: Department Manager Reports: The Board complimented the Departments for submitting these provided reports.

Item 10: Select Board Reports: Documentation provided.

F. 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. This is a business meeting of the New Boston Select Board. Comments and feedback are welcomed but because this is not a public forum or public hearing, comments will be on the agenda items only. Dialogue or answering of questions will not be part of the meeting. Should you have an issue you wish to discuss, please communicate with the Town Administrator who may resolve your issue or potentially schedule your appearance before the Board at a later date. The Board appreciates your understanding and cooperation.

Bill McFadden of Dane Road was present and asked why the drainage issues coming from Meetinghouse Hill Road were not addressed prior to paving last year. He was thanked for his comment.

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

Item 11: Request for Non-Public-Per RSA 91-A:3, II(c): David moved to enter Non-Public session per RSA 91-A:3II(c) at 7:52PM. Jennifer seconded the motion. All were in favor. 3-0

David moved to exit Non-Public Session at 8:10PM. Jennifer seconded the motion. All were in favor. 3-0

Request for Non-Public-Per RSA 91-A:3, II(c): David moved to enter Non-Public session per RSA 91-A:3II(c) at 8:10PM. Jennifer seconded the motion. All were in favor. 3-0

David moved to exit Non-Public Session at 8:17PM. Jennifer seconded the motion. All were in favor. 3-0

ADJOURNMENT: David moved to adjourn the meeting at 8:17PM. Jennifer seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room July 18, 2022 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available**