

TOWN OF NEW BOSTON
New Boston Select Board

February 13, 2023

APPROVED

In attendance at New Boston Town Hall: Donna Mombourquette, David Litwinovich, and Jennifer Brown

Staff present: Paul Branscombe, Town Administrator

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Chair Mombourquette at 6:31PM beginning with the Pledge of Allegiance.

Consent Agenda- The Selectmen reviewed the February 13, 2023 consent agenda.

David Litwinovich moved to approve the February 13, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Donna Mombourquette – aye; and Jennifer Brown – aye; 3-0-0 motion carried unanimously.

1st PUBLIC COMMENT:

Donna Mombourquette stated that 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.

Seeing no public comment, Donna Mombourquette closed the first session.

B. APPOINTMENTS

None.

C. NEW BUSINESS:

Item 1: Request an Additional Public Forum for the Police and Fire Station Proposal Specifications Prior to March 14, 2023

There was consensus from the Board to hold an additional public forum for the Police and Fire Station proposal specifications. Donna Mombourquette stated that she will send potential dates to Town Administrator Branscombe.

D. OLD BUSINESS:

Item 2: Approval of Public Meeting Minutes of January 31, 2023

David Litwinovich moved to approve the meeting minutes of January 31, 2023, as amended. Seconded by Jennifer Brown.

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Roll Call Vote: David Litwinovich – aye; Donna Mombourquette – aye; and Jennifer Brown – aye; 3-0-0 motion carried unanimously.

Item 3: Security Cameras for Town Hall

Town Administrator Branscombe explained that staff was made aware of an incident at the Goffstown Town Hall, which started a conversation regarding security cameras for the New Boston Town Hall. He spoke with one company who quoted \$9,500 for an office tracker security system. A second quote was received for approximately \$10,000. He next spoke with a company called Rhombus out of Pennsylvania, who partners with local State companies, to provide a security camera monitoring system that can be accessed via a phone or computer. The discussion included a proposal to place a camera in the lobby of Town Hall, in the hallway, facing the front parking lot, and to face the back doors of the building. No video monitoring equipment would be needed for this system. The quote for this system was approximately \$7,015.

Donna Mombourquette stated that she would like to further discuss the need for security in the building during a Non-Public Session, for safety purposes.

Town Administrator Branscombe agreed and noted that this item will be tabled for further discussion on February 22, 2023.

Item 4: Consider Boston Post Cane Policy

The Board discussed the criteria proposed in the policy. David Litwinovich stated that he would be okay allowing the Town Administrator to find all residents in Town over the age of 95 for the Board to then review per the criteria in the policy. There was discussion regarding how to best determine the citizenry aspect of the criteria.

Town Administrator Branscombe agreed to further research this criteria, per the draft policy.

Donna Mombourquette moved to accept the policy and procedure for the Boston Post Cane, dated February 13, 2023. Seconded by David Litwinovich.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

E. INTERNAL REPORTS

Item 5: 2022 Revenue and Expense Reports

Town Administrator Branscombe explained that a couple of items came in late. This is the final report, but the numbers have not yet been audited.

Item 6: Town Administrator Report

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Town Administrator Branscombe explained that he is proposing to have a few IT providers visit Town Hall after March 14th to do an assessment on the Town's facilities, hardware, and software. He has invited Acapella Technologies, Systems Engineering, and EmerTech to carry out an assessment on the Town's IT capabilities.

Donna Mombourquette noted that she would like to make sure all of the companies visiting are professional and upfront as to what is being assessed.

Town Administrator Branscombe stated that the owner of 725 River Road has an interest in installing a playground on his property. There is a tree on Town-owned land, hanging onto this property, which will be removed after March 14th, to ensure safety of the resident and the structure.

Town Administrator Branscombe stated that he met with the Town's Taxpayers Association group. He would like to also meet with a group called "Citizens for Change." Donna Mombourquette noted that she believes that group may be the Democratic Committee for some of the surrounding towns.

Town Administrator Branscombe stated that he participated in the meeting on Sunday, February 5th in the Town Hall, regarding the marketing effort for the new Fire Station, followed by the public forum at the Library.

Town Administrator Branscombe stated that the Federal Highway Administration is hosting an event on April 5th and 6th, courtesy of UNH. Nine states, including New Hampshire, were invited to participate. Three Road Agents from New Hampshire, including New Boston's Benji Knapp, were invited to attend. This will include a forum to discuss roads and infrastructure around the country. This is tremendously rewarding for both Benji Knapp and the Town. The Board offered their congratulations.

Town Administrator Branscombe noted that the owner of 78 Christie Road is having trouble accessing his driveway, due to ruts in the road. He stated that he will have a meeting with the homeowner and others to discuss this road issue.

Town Administrator Branscombe stated that an anonymous donation of \$200 in cash was found in the Town Hall door. This was instructed to be used for any items left for the red truck, to make the Town whole on this item.

Donna Mombourquette moved to accept the anonymous donation of \$200 in cash for the purpose of paying any costs associated with the red truck. Seconded by David Litwinovich.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

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There was discussion regarding the fact that the donation is for more than is needed for the truck, and what should be done with the excess.

Donna Mombourquette moved to rescind her previous motion. Seconded by David Litwinovich.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

Donna Mombourquette moved to accept the anonymous \$200 cash donation for the purpose of paying for any expenses associated with the red truck, with the unused portion to be deposited into the Fire Department GoFundMe page. Seconded by David Litwinovich.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

The Board thanked the person responsible for the anonymous donation.

Town Administrator Branscombe stated that he has been working on an influx of Right To Know requests and an increase in welfare assistance. Many of the Right To Know requests are associated with the red truck.

Item 7: Health Officer Report

Town Administrator Branscombe stated that there have been three new COVID-19 cases reported to DHHS since his last report, for a total of 1,445 cases since the start of the pandemic.

He stated that DHHS has prepared a list of childcare, and foster care facilities, along with one that includes the Central School, so that he can be aware of the dates that these facilities require future Health Officer inspections.

In response to a question from Donna Mombourquette, Town Administrator Branscombe stated that there are no fees associated with a late inspection.

Item 8: Department Manager Reports: Transfer Station, Recreation, Fire, Highway, Community Development, Police, Building

The Board reviewed the reports.

Donna Mombourquette noted that she informed Chief Brace about a program that will occur on Wednesday through Senator Shaheen's office, regarding NH grants for refurbishing or expanding public safety buildings.

There was discussion regarding the reaction times noted on the Fire Department report. It was explained that some members of the Department may have a reaction time but not actually make

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it to the scene due to the call having been stopped in the meantime, or it being a mutual aid call.
Donna Mombourquette noted that some additional information could be included in the report.

Donna Mombourquette thanked Bill Dodge for his incredible amount of work to continuously save the Town money.

Item 9: Select Board Reports: Donna Mombourquette, David Litwinovich, Jennifer Brown

The Board reviewed the Select Board Reports. There was consensus that these reports would be released to the Town website tomorrow.

F. 2nd PUBLIC COMMENT:

Donna Mombourquette stated that 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.

Seeing no public comment, Donna Mombourquette closed the second session.

G. Requests for Non-Public: per RSA 91-A: 3, II (a)

David Litwinovich moved to enter Non-Public Session, per RSA 91-A: 3, II, (a) at 7:28pm. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

No decisions were made; no votes were taken.

David Litwinovich moved to exit Non-Public Session at 7:44pm. Seconded by Donna Mombourquette.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

H. ADJOURNMENT

David Litwinovich moved to accept the addendum to the Town Administrator's employment agreement, as proposed by the Town Administrator. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

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219 **David Litwinovich moved to adjourn the meeting at 7:44pm. Seconded by Jennifer**
220 **Brown.**

221 **Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna**
222 **Mombourquette – aye; 3-0-0 motion carried unanimously.**

223
224 Respectfully submitted,
225 Kristan Patenaude

226
227 **Next Scheduled Meeting: February 22, 2023**