

TOWN OF NEW BOSTON
New Boston Select Board

March 6, 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 6:30PM beginning with the Pledge of Allegiance.

Consent Agenda- The Selectmen reviewed the March 6, 2023 consent agenda.

David Litwinovich moved to approve the March 6, 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: Review and Approve 2023 Investment Policy

Town Administrator Branscombe explained that, since the policy was adopted in 2015, it has been reviewed and approved each year. This should be done for all Board policies and procedures.

Donna Mombourquette asked about the percentage of investment types. Town Administrator Branscombe explained that CDs are a very fluid form of investment and often used by the Town.

Donna Mombourquette moved to reapprove the Investment Policy for the Town of New Boston. Seconded by David Litwinovich.

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

March 6, 2023

APPROVED

Donna Mombourquette stated that, going forward, the Board will begin a process to review all Town operating policies and procedures on a regular rotating basis. This will likely begin in April with the Finance policies.

D. OLD BUSINESS:

Item 2: Approval of the Select Board Meeting Minutes of February 22, 2023

The Board tabled approval of these minutes to a later date.

E. INTERNAL REPORTS

Item 3: Town Administrator Report

Town Administrator Branscombe stated that he attended a Road Committee meeting where Benji Knapp, Road Agent, endorsed the RSMS assessment.

David Litwinovich explained that the RSMS program is a road management system for municipalities. It allows towns to assess road conditions and layouts to create a long-term plan for road management, including paving. This program is not inexpensive, at approximately \$16,000-\$20,000. The Southern New Hampshire Planning Commission will pay for half of the cost, if the Town will fund the rest. The Road Committee discussed considering this, with the Select Board's approval. The Planning Commission will hold the Town's spot in this program with no obligation from the Town. The Road Committee plans to come to a future Select Board meeting to make a presentation on the benefits of this program. This program will be its own GIS entity but will complement the GIS mapping software nicely.

Donna Mombourquette stated that she likes that this program is geared around municipal roads and that it is an objective review. She noted that there is a possibility that State grant infrastructure funds could be used toward this item. The deadline for submission is March 10th. Town Administrator Branscombe stated that he would contact State regarding this potential funding.

Town Administrator Branscombe stated that he attended an Economic Development Committee meeting where ideas were discussed for developing historic properties in Town into a successful commercial enterprise. On the 23rd, Jo Ann Duffy, Goffstown's Planning and Economic Development Director, will attend an EDC meeting to speak of other potential ideas.

Town Administrator Branscombe stated that he reviewed the Boston Post Cane, as requested by the Select Board. He recommended awarding it to Frances Towne, who is 95 years of age.

Town Administrator Branscombe reviewed the 2023 Select Board goals. The Board considered items including updating the performance evaluation process to twice a year, to consider more training through Primex and NHMA, to finalize PRIME for the Town in 2023 to move toward a

TOWN OF NEW BOSTON
New Boston Select Board

March 6, 2023

APPROVED

discount in insurance, updating Department Managers currently in Grade 8 to be salaried, and an Employee Manual and Handbook. Town Administrator Branscombe noted that he will finalize a draft of the first section of the Employee Manual to present to the Board for review toward the end of April.

Town Administrator Branscombe explained that an RFP was not presented for the IT managed provider. Instead, a scope of technical services was submitted. Systems Engineering, Acapella Technologies, and RTM Communications, Inc., will visit the Town this month to assess each facility and create a quote for cyber security systems.

Town Administrator Branscombe stated that he also intends to meet with a representative from Health Trust regarding new medical plan options. He will also meet with Civic Plus regarding a new banner reflecting updates for the Town website. The security cameras for Town Hall will arrive soon. He stated that staff would also like to review additional mental health support for employees.

Donna Mombourquette stated that she would like to hear more about the costs associated with the merit increase proposal and how it will be equitably applied to employees.

David Litwinovich stated that he would like to add a goal regarding a new RFP for a contract for paving in Town, as the third year of the contract with Continental Paving is about to be complete.

Item 4: Health Officer Report

Town Administrator Branscombe stated that he has arranged for a foster care inspection at 171 Riverdale Road on March 7th. He noted that water testing is needed as part of this process, and he has been in contact with the owner regarding the fact that this inspection is based on a satisfactory water testing result.

Town Administrator Branscombe noted that there have been no new cases of COVID-19 reported. The total for the Town still stands at 1,453.

Item 5: 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.

The Board presented David Litwinovich with a certificate of appreciation with deepest gratitude for his years of service on the Select Board.

David Litwinovich stated that it has been his honor and privilege to serve the Town for these number of years.

TOWN OF NEW BOSTON
New Boston Select Board

March 6, 2023

APPROVED

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. ADJOURNMENT

David Litwinovich moved to adjourn the meeting at 6:50pm. Seconded by Jennifer Brown.

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

Respectfully submitted,
Kristan Patenaude

Next Scheduled Meeting: March 27, 2023