

TOWN OF NEW BOSTON
New Boston Select Board

March 27, 2023

APPROVED

In attendance at New Boston Town Hall: Donna Mombourquette and Paul Branscombe, Town Administrator

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Chair Mombourquette at 5:00PM beginning with the Pledge of Allegiance.

Appointments:

Item 1: Tucker Mill Road and Gregg Mill Road Bridge Project Update – Josef Bicja

Josef Bicja explained that the engineering of this project is funded 80/20. Once the project moves to construction, the project will be paid for 100%.

Katelyn Welch, project engineer, explained that the purpose is to replace the existing bridges with structurally safe bridges which accommodate design floods, provide adequate load carrying capacity, and a rail system to improve safety. There is a need to provide access for residents and emergency response equipment. There is also a need to improve inadequate hydraulic capacity at Tucker Mill Road, and to improve a short sight distance and insufficient bridge width at Gregg Mill Road.

The existing Tucker Mill Road bridge was built in 1991 and has undermining erosion. Project alternatives were reviewed for this bridge. Katelyn Welch reviewed traffic detours for this project.

The existing Gregg Mill Road bridge was built in 1938 and has an 18' travel right of way, where the standard is 24'. The bridge has some erosion, and its beams are cracked. Project alternatives were reviewed for this bridge. Katelyn Welch reviewed traffic detours for this project.

In response to a question from a resident, Josef Bicja stated that these bridges will be designed for full legal loads, at least 80,000 pounds gross vehicle weight (GVW).

A resident asked about making these ways 'no thru trucking,' as she is concerned with more trucking coming through the area with the new bridges. Josef Bicja stated that this would be a Town decision.

Town Administrator Branscombe asked if a contractor could do both bridges at the same time. Josef Bicja stated that this is an option to request of DOT. This generally saves a lot of money, although the funding for the construction of these projects is 100% funded. The current schedule is based on the DOT schedule.

Josef Bicja explained that the temporary bridge for Tucker Mill Road is being proposed in order to keep traffic moving. This proposal will be run through the DOT.

Josef Bicja explained that the build time is approximately 150 days for each bridge.

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In attendance at New Boston Town Hall: Donna Mombourquette, and Jennifer Brown
Staff present: Paul Branscombe, Town Administrator, and Jennifer Allocca, Finance Director

The meeting of the Board of Selectmen was called back to order by Chair Mombourquette at 5:58PM beginning with the Pledge of Allegiance.

Consent Agenda- The Selectmen reviewed the March 27, 2023 consent agenda.

Jennifer Brown moved to approve the March 27, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Donna Mombourquette.
Roll Call Vote: Donna Mombourquette – aye; and Jennifer Brown – aye; 2-0-0 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

Item 2: War Memorial on Town Common – Dick Jardine

Dick Jardine stated that he has created an outline as to who will be eligible for recognition on the war memorial on the Town Common. He stated that he is proposing to keep this eligibility the same as it currently is, for those who served in the military for the country during a time of war. Eligibility is based on those who were living in New Boston at their time of service. In order to determine this criteria, Dick Jardine suggested that those awarded the National Defense Service Medal be considered. This award will identify if the person fits the eligibility criteria. He noted that, as the War on Terror, only recently ended, this is a good time to consider updating the memorial.

Donna Mombourquette asked how people who entered the military but were not involved during a period of wartime would be handled. Dick Jardine noted that there are also those who were involved during times that are not strictly identified as “wards.” He stated that he spoke with other veterans who agree that the eligibility should be kept in the spirit of how it was handled in the past. Opening the criteria up further could lead to a very long list of names to be included.

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In response to a question from Jennifer Brown, Dick Jardine stated that he believes there is enough room left on the memorial to add new names. An existing piece of plaque may need to be replaced with a larger one.

Donna Mombourquette asked if the existing names on the memorial have been verified. Dick Jardine stated that he is not in a position to complete that task. Donna Mombourquette noted that new eligibility requests should be solicited with specific criteria.

Donna Mombourquette moved to accept the proposal, as written, to be established as a policy and procedure of the Select Board until amended. Seconded by Jennifer Brown.

Roll Call Vote: Donna Mombourquette – aye; and Jennifer Brown – aye; 2-0-0 motion carried unanimously.

C. NEW BUSINESS:

Item 3: Consider Amending 2023 Select Board Meeting Schedule

Donna Mombourquette noted that, as voting day is tomorrow, the proposal is to amend the Select Board meeting schedule by moving the April 3rd meeting to April 10th. The April 17th meeting will then be moved to April 24th, May 1st to May 8th, and May 15th to May 22nd. These changes were agreed upon by the Board.

Item 4: Gravel and Timber Tax Enforcement Issue

Town Administrator Branscombe explained that normally the Building Inspector/Code Enforcement Officer deals with these enforcement issues. However, he is recommending the Board get the DRA involved in this specific matter. If the Board agrees to move forward with this, he will draft a letter to the DRA requesting their involvement for the Board to sign in an upcoming Consent Agenda. The Board agreed.

D. OLD BUSINESS:

Item 5: Approval of the Public Meeting Minutes of February 22, 2023; and March 6, 2023

Donna Mombourquette moved to accept the meeting minutes of February 22, 2023; and March 6, 2023, as presented. Seconded by Jennifer Brown.

Roll Call Vote: Donna Mombourquette – aye; and Jennifer Brown – aye; 2-0-0 motion carried unanimously.

E. INTERNAL REPORTS

Item 6: Year to Date Revenues and Expenses

The Board discussed the possibility of moving from a calendar year to fiscal year budget. Jennifer Allocca, Finance Director, stated that the New Hampshire Municipal Association

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(NHMA) recommended preparing for a change years out, in order to start a Capital Reserve Fund to fund the switch.

David Litwinovich entered the meeting at 6:20pm.

There was discussion regarding speaking of this potential change frequently to the public during the process of possible implementation. There was agreement that there needs to be clear communication to the public as this item moves forward.

Item 7: Town Administrator Report

Town Administrator Branscombe stated that he participated with Maralyn Segien in a mental health awareness webinar hosted by Health Trust. He also participated in the last informational meeting for the proposed new Fire House held at the Library on Saturday March 11th.

Town Administrator Branscombe stated that IT representatives from Systems Engineering, RTM, and Acapella Technologies visited all Town facilities with George St. John and carried out an assessment of the Town's IT needs, as per the 'scope of services' presented. Quotes will be presented in due course.

Town Administrator Branscombe stated that he attended the Municipal Managers Association of NH meeting On the 17th. He also participated with Jennifer Allocca in a zoom demo for a new financial software program. He attended the Southwest Managers Group meeting in Henniker.

The Economic Development Committee invited JoAnn Duffy from Goffstown to speak on economic development in her community. The Committee is awaiting an application from Jennifer Sommerer to present to the Select Board.

Town Administrator Branscombe suggested that the Board discuss what to do regarding closing Town Hall during inclement weather. Donna Mombourquette suggested that procedures of other towns be considered, and the Public Safety Department be consulted. She stated that it is up to employees whether to come into work if a business is open during inclement weather.

Town Administrator Branscombe suggested that commissions and committees hand in their keys to Town Hall at the end of their meetings. The Board discussed a potential process for this, including a possible drop box for keys and appropriate time to pick up keys prior to a meeting.

Town Administrator Branscombe explained that the Fire Department was offered a free safety training trailer. Donna Mombourquette asked how the maintenance on this item will be funded. Town Administrator Branscombe stated that this has not yet been discussed.

Town Administrator Branscombe noted that new financial software is being considered and a quote will be received for the Board to review. He also noted that the security cameras around Town Hall have been installed and notices to the public have been posted on the doors.

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Item 8: Health Officer Report

Town Administrator Branscombe stated that the foster care inspection at 141 Riverdale was postponed because the applicant had not carried out essential work to the home. He also noted that he participated in a strategic planning session on March 9th with the Department of Health & Human Services. On March 21st, he was elected to the Board of the NH Health Officers Association.

Town Administrator Branscombe stated that no new cases of COVID-19 have been reported to DHHS.

Item 9: Department Manager Reports: Transfer Station, Recreation, Fire, Highway, Community Development, Police, Building

The Board reviewed the Department Manger Reports.

Item 10: Select Board Reports: Donna Mombourquette, David Litwinovich, Jennifer Brown

The Board reviewed the Select Board Reports.

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)

Donna Mombourquette moved to enter into Non-Public session per RSA 91-A:3, II(a) at 6:48pm. Seconded by Jennifer Brown.

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

David Litwinovich moved to accept the welfare allowable levels of assistance, as proposed by the Town Administrator, to be signed by the Chair of the Select Board as a policy and procedure. 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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David Litwinovich moved to exit Non-Public Session at 7:35pm. Seconded by Jennifer Brown.

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 seal the Non-Public meeting minutes for five years. Seconded by Donna Mombourquette.

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

David Litwinovich moved to adjourn the meeting at 7:36pm. 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: April 10, 2023