

TOWN OF NEW BOSTON
New Boston Select Board

April 10, 2023

APPROVED

In attendance at New Boston Town Hall: Donna Mombourquette, Jennifer Brown, and Kary Jencks

Staff present: Paul Branscombe, Town Administrator, and Jennifer Allocca, Finance Director

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Town Administrator Branscombe at 6:28PM beginning with the Pledge of Allegiance.

The Board addressed its nominations.

Jennifer Brown moved to nominate Donna Mombourquette as Chair of the New Boston Select Board. Seconded by Kary Jencks.

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

Kary Jencks moved to nominate Jennifer Brown as Vice Chair of the New Boston Select Board. Seconded by Donna Mombourquette.

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

Jennifer Brown moved to nominate Kary Jencks as Secretary of the New Boston Select Board. Seconded by Donna Mombourquette.

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

Requests for Non-Public Per RSA 91-A:3, II(c)

Donna Mombourquette moved to enter into Non-Public Session, per RSA 91-A:3, II(c) at 6:30pm. Seconded by Jennifer Brown.

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

It was noted that the Board's appointment for this Non-Public Session had not arrived by the 6:30 time period. Accordingly, the Board moved on with its agenda.

Kary Jencks moved to exit Non-Public Session at 6:32pm. Seconded by Jennifer Brown.

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

Consent Agenda- The Selectmen reviewed the April 10, 2023 consent agenda.

Jennifer Brown moved to approve the April 10, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Kary Jencks.

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Roll Call Vote: Donna Mombourquette – aye; Jennifer Brown – aye; and Kary Jencks – 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 at this time.

C. NEW BUSINESS:

The Board welcomed its new member, Kary Jencks.

Item 1: Default Budget Review

Donna Mombourquette suggested that the Board schedule a work session in the near future to discuss the default budget. The Board agreed.

Item 2: GIS Mapping Contract

Town Administrator Branscombe explained that the contract contains specific information regarding staff training and the Town's responsibility. The Town will need to identify a liaison between it and the contractor. Kary Jencks suggested that this be a member of the Planning Department staff. The Board signed the contract.

D. OLD BUSINESS:

Item 3: Approval of the Public Meeting Minutes of March 27, 2023

Donna Mombourquette moved to accept the meeting minutes of March 27, 2023, as presented. Seconded by Jennifer Brown.

Roll Call Vote: Donna Mombourquette – aye; Jennifer Brown – aye; and Kary Jencks – abstain; 2-0-1 motion carried.

Item 4: Town Hall Keys for Committees and Commissions

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Donna Mombourquette explained that, with the installation of the new security cameras at Town Hall, the security concern has been mitigated and there is no longer a need to collect the keys from committee/commission chairs after each meeting.

**Jennifer Brown moved to rescind the previous motion to take keys from committee/commission chairs after meetings. Seconded by Kary Jencks.
Roll Call Vote: Donna Mombourquette – aye; Jennifer Brown – aye; and Kary Jencks – aye; 3-0-0 motion carried unanimously.**

Item 5: Ex-officio Committee appointments (action requested)

- CIP Committee
- Finance Committee
- Highway Safety Committee
- Planning Board
- Solid Waste Advisory Committee
- Road Committee

The Board discussed its Committee appointments. Donna Mombourquette was appointed to the CIP Committee and Finance Committee. Jennifer Brown was appointed to the Highway Safety Committee, Solid Waste Advisory Committee, and Road Committee. Kary Jencks was appointed to the Planning Board and Energy Committee.

**Jennifer Brown moved to accept the ex-officio committee appointments as discussed. Seconded by Donna Mombourquette.
Roll Call Vote: Donna Mombourquette – aye; Jennifer Brown – aye; and Kary Jencks – aye; 3-0-0 motion carried unanimously.**

E. INTERNAL REPORTS

Item 6: Town Administrator Report

Town Administrator Branscombe stated that he participated in a zoom meeting as a follow up with RTM Communication, who previously carried out an assessment of the Town's IT needs. He also met virtually with Scott Slattery from UNH Cooperative Extension who is assisting the Goffstown Economic Development Committee. Mr. Slattery has been invited to come to attend the New Boston Economic Development meeting on April 27th. A webinar on First Amendment Auditors put on by Drummond Woodsum was beneficial to Town Hall staff as it explained what to do when groups visit claiming their First Amendment rights to video record employees at work. On March 31st, Town Administrator Branscombe and George St. John met with Jacki Filiault and Allison Vermette to discuss moving the Farmer's Market vendor tables around on the Common to avoid trouble spots. The first Farmer's Market will be held on June 10th.

Town Administrator Branscombe stated that, on March 31st, he participated in a financial software demo with Jennifer Allocca. Jennifer Allocca noted that this software is for

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municipalities and already used in several other towns in New Hampshire. This software will include payroll, attendance, accounts payable, budgeting, and Department Manager analysis.

Regarding, 725 River Road, Town Administrator Branscombe stated that he and Road Agent Benji Knapp went to see Mr. Bickford to remove one last tree for safety reasons.

Town Administrator Branscombe stated that a resident on Wilson Hill Road is concerned about the number of dump trucks passing by his house every hour. Donna Mombourquette suggested that this conversation be taken up by the Road Committee, Police Department, and others associated.

Town Administrator Branscombe stated that the Board previously voted to allow a permit for a temporary trailer at 515 Francetown Road until April. The applicant is now requesting a three-month extension, as the house is nearly completed, per the Building Inspector.

Jennifer Brown moved to approve a three-month extension, until July 31, 2023, for a temporary trailer for Dean Dezak at 515 Francetown Road until his house is completed. Seconded by Donna Mombourquette.

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

The Board reviewed an application received for the Tax Collector position.

Item 7: Health Officer Report

Town Administrator Branscombe explained that Project ECHO is a series of sessions hosted by Dartmouth Health to help health officers better understand hoarding disorder and squalor. Regarding RSA 128, Health Officers have been reminded of the administrative rules that were adopted: background checks, health officer vacancies and the removal of a health officer. House Bill 154 is proposed which will limit the authority of health officers to propose ordinances. If this passes, health officers will have to present ordinances at Town meeting for the legislative body to vote on.

Item 8: Select Board Reports: Donna Mombourquette, Jennifer Brown, and Kary Jencks

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.

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

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

Donna Mombourquette moved to enter into Non-Public session per RSA 91-A:3, II(c) at 6:58pm. Seconded by Jennifer Brown.

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

Kary Jencks moved to exit Non-Public Session at 8:13pm. Seconded by Jennifer Brown.

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

H. ADJOURNMENT

Jennifer Brown moved to seal the Non-Public meeting minutes for five years. Seconded by Kary Jencks.

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

Jennifer Brown moved to adjourn the meeting at 8:14pm. Seconded by Kary Jencks.

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

Respectfully submitted,
Kristan Patenaude

Next Scheduled Meeting: April 24, 2023