

TOWN OF NEW BOSTON
New Boston Select Board Meeting

May 8, 2023

APPROVED

In attendance at New Boston Town Hall: Donna Mombourquette, Kary Jencks, and William McFadden

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

A. CALL TO ORDER: A meeting of the Board of Selectmen was called to order by Chair Donna Mombourquette at 6:30PM beginning with the Pledge of Allegiance.

Nomination of Select Board Chair, Vice-Chair and Secretary

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

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

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

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

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

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

Request for Non-Public per RSA 91-A: 3, II(c)

Donna Mombourquette moved to enter into Non-Public per RSA 91-A: 3, II(c) at 6:32pm. Seconded by Kary Jencks.

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

Kary Jencks moved to exit Non-Public session at 7:38pm. Seconded by William McFadden.

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

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

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

The Board resumed its regular session at 7:39pm.

Consent Agenda- The Selectmen reviewed the May 8, 2023 consent agenda.

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Donna Mombourquette moved to approve the May 8, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by William McFadden.

Discussion:

William McFadden noted that he requested additional information from the Town Administrator regarding a reappointment listed in the Consent Agenda. He would be okay approving the Consent Agenda with that consideration.

Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – 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.

APPOINTMENTS

Item 1: Transfer Station Manager Gerry Cornett-Town Vehicle Discussion and Guidelines for Use

Gerry Cornett asked about how the Town vehicles will be used by various departments. He has one vehicle, purchased with revolving funds, that needs to last for 15 years before replacement. He asked how the departments will work to share the Town vehicles. He was originally told a vehicle would be needed for one day, but this has now increased to three days.

William McFadden noted that there are two vehicles proposed to be shared by Town departments, one from the Transfer Station and one from the Highway Department.

Town Administrator Branscombe noted that he passed the message from the Board to Mr. Cornett and then suggested that he bring concerns directly to the Board. George St. John needs a vehicle Monday, Tuesday, and Wednesday.

Kary Jencks stated that the guidelines need to be worked out between departments. Mr. Cornett explained that there are no parameters to make this happen. Supplying a vehicle to another department for three whole days is not within his department's budget.

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George St. John stated that the Town has hired someone to mow the grounds. This person works Monday, Tuesday, and Wednesday from 9am-2pm. The mower needs to be transported to the sites and back to the department. With some planning, there could be a makeup day for mowing on Friday.

Donna Mombourquette noted that this is not an ideal situation. The grounds may not look ideal for a bit and vehicles may not be available during all normal hours for departments. She does not feel that she is in a position to work out the logistics of this circumstance. This is a Department Head and Town Administrator function. There is no money to purchase an additional truck.

Mr. Cornett stated that the initial proposal for one day has become three days, with additional truck runs when needed. He was told to address his concerns directly to the Board. He stated that he has a concern regarding using his budget to pay for other departments to use the department's truck. Town Administrator Branscombe noted that Mr. Cornett was not told to address the Board. It was explained to Mr. Cornett that if he did not want to follow the Board's instructions, that should be addressed with the Board. This issue is being driven by the person doing the mowing.

William McFadden asked if the mowing can be done one day a week on Thursday instead. Mr. St. John explained that, when hired by the Town, the person mowing gave availability of Monday, Tuesday, and Wednesday. That is what was voted on in order to hire this person. He will not be able to work on Thursday.

William McFadden asked if the equipment can be stored closer to Town Hall, in order to allow for the mowing to happen without use of the truck. Mr. St. John explained that there are other areas of Town that also need to be mowed.

It was agreed that this item should be handled at an administrative level.

Item 2: Recreation Department-Budget Review

Mike Sindoni, Recreation Director, stated that he has made some cuts to his budget, but is still approximately \$1,800 off the default budget. Certain items, such as technology and janitorial are set fees. Some senior trips were cut from the budget, and the training and groundskeeping budgets were cut. Grounds maintenance will be taken from the revolving account for the year.

The Board reviewed the cuts made.

Donna Mombourquette moved to approve the transfer of \$1,858 from the Select Board budget to the Recreation Department budget. Seconded by William McFadden.

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

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Item 3: Finance Administration-Budget Review

Jennifer Allocca reviewed the Finance Administration budget. She explained that she waived her COLA increase in order to move funds toward additional staffing for the Department. She noted that one of her staff members gave a resignation last week. This assistant position could be moved to 16 hours/week in order to help with the default budget. William McFadden asked if there are any current part-time employees who might be able to add hours for the Department. Jennifer Allocca stated that she would continue to look into this.

Donna Mombourquette moved to approve the transfer of \$20,000 from the Select Board budget to the Finance Administration budget. Seconded by Kary Jencks
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.

Item 4: Tax Collector-Budget Review

Jennifer Allocca reviewed the Tax Collector budget with the Board.

Donna Mombourquette moved to approve the transfer of \$1,868 from the Select Board budget to the Tax Collector budget. Seconded by William McFadden.
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.

New Business

Item 5: Energy Commission members status

Town Administrator Branscombe explained that Kary Jencks is the ex-officio for the Energy Commission, but William McFadden has been on the Energy Commission for quite some time. The Board agreed that William McFadden would remain on the Energy Commission as a citizen at large at this time.

Old Business

Item 6: Approval of the Select Board Meeting Minutes of April 17, 2023, April 24, 2023, and April 27, 2023

Donna Mombourquette moved to approve the meeting minutes of April 17, 2023. Seconded by Kary Jencks.
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – abstain; 2-0-1 motion carried.

Donna Mombourquette moved to approve the meeting minutes of April 24, 2023, as amended. Seconded by Kary Jencks.

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

Donna Mombourquette moved to approve the meeting minutes of April 27, 2023. Seconded by Kary Jencks.

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

Item 7: Review Proposed Ethics Policy-Second Read

The Board reviewed the proposed Ethics Policy and the proposed Conflict of Interest Policy. The Board agreed to run the draft documents by NHMA. There was also discussion regarding seeking similar documents from other municipalities for review.

Item 8: Review Proposed Conflict of Interest Policy -Second Read

This item was discussed as part of the previous item.

Item 9: Consider Bid Process Responsibility and Implementation

Donna Mombourquette read the draft document.

William McFadden addressed item #6: All elected officials are bound by the Town of New Boston Conflict of Interest policy and the laws of the State of New Hampshire and are expected to notify the Department Manager or other Town staff member if a conflict arises by the elected official. He asked if this could be stated in more layman's language. Donna Mombourquette explained that this deals with making a statement to the Board if a conflict of interest arises. She agreed that the statement needs to be made clearer.

Kary Jencks asked why draft policy language is not always first considered through NHMA. She also asked how many other policies the Town is missing and/or which are outdated. Donna Mombourquette noted that there was not previously a specific policy for elected officials. She stated that the Board's intention is to place policies on the agenda each month to review. This draft policy would supersede the Town's bid policy, only for elected officials. There was not previous a process in Town to implement this for elected officials. Kary Jencks encouraged seeking draft language through NHMA.

The Board agreed to continue to work on the draft document.

Internal Reports

Item 10: Town Administrator Report

Town Administrator Branscombe explained that the guidelines and documents for notice of decision, application, and budget worksheet were all approved by the local Welfare Administrator's Association. He asked that the Board review the documents.

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Town Administrator Branscombe stated that the Town needs to have an operating budget pass in 2024. The Department Heads need to work on their budgets in order to make this happen. Donna Mombourquette explained that she believed the budget presented was high, but she supported it because the Town believed it was needed. William McFadden stated that another large increase proposed in the budget will likely fail again.

Jennifer Allocca stated that she and the Town Administrator have discussed incorporating items into the operating budget in increments, with the rest to be covered through special warrant articles.

Town Administrator Branscombe stated that Scott Slattery will be helping the Town with potential economic development projects.

Regarding the Road Committee meeting, William McFadden explained that a subcommittee will be formed to consider no thru trucking on Byam Road and Wilson Hill Road. The Continental Paving contract was discussed. The 2024 road work plan was also discussed.

Town Administrator Branscombe stated that an email from Chief Fraitzl noted that Sugarloaf has agreed to a trade-in value for the ambulance of \$10,500.

The Board took a five-minute recess.

Donna Mombourquette stated that she and Kary Jencks empowered the Fire Department to try to sell the ambulance. This trade-in money will come back to the General Fund. The Town can then use \$3,500 of this to purchase a command vehicle from Hooksett. William McFadden stated that he has concerns with the conditions of the vehicle being considered for the command vehicle. The vehicle should be inspected first. He is also concerned with this vehicle being added to the fleet if a newer vehicle is to be purchased at some point. Donna Mombourquette explained that the contract language stated that there would be a command vehicle for the use of the Fire Chief of Operations. Language could be included that the vehicle is sold when a new vehicle is purchased.

Donna Mombourquette moved to approve the sale of the ambulance to Sugarloaf for \$10,500. Seconded by William McFadden.

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

Donna Mombourquette moved to expend \$3,500 from the General Fund to purchase the 2007 Chevy Tahoe from the Town of Hooksett for the use of a command vehicle by the New Boston Fire Department, subject to satisfactory inspection. Seconded by Kary Jencks.

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

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There was discussion about the future of this vehicle after this year. William McFadden stated that he does not want to see something added to the CIP to replace this vehicle. Donna Mombourquette noted that it has been clear what the use of this vehicle will be for. The Board will have an opportunity to discuss any future proposed change in use.

Town Administrator Branscombe noted that Chief Fraitzl would also like to speak with the Board about the new Fire Station. There was discussion regarding a Fire Station recently built in Bristol, NH. William McFadden stated that a similarly sized \$5M Fire Station would likely pass Town Meeting, if this is suitable for the New Boston Fire Department. The Board agreed to continue discussions on this item moving forward.

Item 11: Health Officer Report

Town Administrator Branscombe stated that there is a septic issue which is causing an issue at 7 River Road. This will be handled as a civil matter with 3 River Road and the odor will be taken care of by the owner of Dodge's Store.

Town Administrator Branscombe noted that it is tick season. Also, the global pandemic is over.

Item 12: Select Board Reports: Donna Mombourquette, Kary Jencks, William McFadden

William McFadden added to his report that he was sworn in as a Select Board member on May 1st. He attended a Road Committee meeting and participated in the New Boston Republican Committee roadside cleanup on Saturday. 18 bags of trash were picked up.

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.

Kary Jencks stated that she is concerned regarding process and procedure when Select Board seats are vacated early. There was likely no need to rush to fill the empty seat within 48 hours and there may have been other people who wanted to apply for the position. She does not necessarily believe the Board vote would have been different in the end. The emergency meeting should have been for the Board to set a timeline to fill the seat, instead of immediately filling the seat. Applications could then have been submitted and reviewed. Taxpayers deserved to have the time to acknowledge that there was an open seat. This could be considered through a procedure in the future. She does not want it to seem that the public was not informed or that the Board tried to push this item through too quickly.

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Town Administrator Branscombe stated that he reached out to Town Counsel immediately and was told that the seat needed to be filled as soon as possible. If one of the two Board members at that time was unable to attend a meeting, the Town would not be able to function.

Donna Mombourquette suggested that a statement be placed on the Town website regarding this item.

Karen Scott, 110 Dane Road, stated that she feels it is irresponsible to blame the default budget for not having money for certain items such as funding the work of a Groundskeeper. Also, a Fire Department Operations Manager was hired for \$101,000 without the funding or okay from the townspeople. Larger municipalities, such as Nashua and Manchester, have a base salary for this position of \$95,000-\$125,000. It is irresponsible to blame the default budget for these issues.

Regarding the Hooksett vehicle, Karen Scott noted that this was already purchased by the Fire Department. At a Fire Wards meeting on October 10, 2022, Chief Plourde stated that a vehicle was purchased from Hooksett. A motion was made to take \$4,000 from the equipment budget to pursue the vehicle. On December 12th it was noted in their minutes that the Hooksett truck would not be available until March.

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

Request for Non-Public per RSA 91-A: 3, II(l)

Donna Mombourquette moved to enter into Non-Public per RSA 91-A: 3, II(l) at 10:08pm. Seconded by William McFadden.

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

Donna Mombourquette moved to exit Non-Public session at 10:30pm. Seconded by William McFadden.

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

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

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

ADJOURNMENT

William McFadden moved to adjourn the meeting at 10:30pm. Seconded by Donna Mombourquette.

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

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351 Respectfully submitted,

352 Kristan Patenaude

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Next Scheduled Meeting: May 22, 2023