

TOWN OF NEW BOSTON
New Boston Select Board Meeting

June 12, 2023

APPROVED

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

Staff present: Jennifer Allocca, Finance Director

A. CALL TO ORDER: A meeting of the Board of Selectmen was called to order by Chair Donna Mombourquette at 6:35PM beginning with the Pledge of Allegiance.

Consent Agenda- The Selectmen reviewed the June 12, 2023 consent agenda.

Kary Jencks moved to approve the June 12, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by William McFadden.

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.

Donna Mombourquette explained that the model of operations that the Select Board will be utilizing for the foreseeable future is listed on the Town website and Facebook page. The Board is in agreement that the Department Managers are capable of managing their workloads. The Board will meet with them periodically to discuss any issues and are available for the Department Managers at any time. Bill McFadden noted that the Town website lists liaisons for each group, and he is the liaison for the Police Department.

Karen Scott, 110 Dane Road, stated that, at the last Board meeting, it was asked why the Town Administrator reports, Department Head, and Select Board reports are not available to citizens as they were in the past. Donna Mombourquette stated that she was unsure why this was, and it was alluded to that it was a Town Administrator issue. It was stated that these would be made available as links on the website, but this has not yet been done.

Donna Mombourquette stated that the reports are not made public prior to the meeting because they are accepted by the Select Board at the meeting. They are made available directly after the meeting.

Karen Scott explained that these reports were always available to citizens prior to the meeting, prior to November 21st of last year. It is difficult to come to a meeting and comment on these items without being able to see them ahead of time. As citizens are not allowed to speak on items not on the agenda, Bill McFadden, at the time, asked then Town Administrator Branscombe to

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add an item to his November 7, 2022, report that the NB Republican Committee had completed a road cleanup. Karen Scott stated that she was later told that Town Administrator Branscombe was not able to report on this item due to its political nature by Donna Mombourquette. This Committee is a Town group doing a community service, it was not political in nature. She stated that she would like to read a passage from the November 21, 2022 minutes.

Donna Mombourquette stated that this is a public comment portion of the meeting for items on the agenda and this is not an item on the agenda. She would like the Board to move on at this time.

Karen Scott read from the meeting minutes. On November 21st, Donna Mombourquette suggested that the internal reports be first reviewed and formally accepted by the Board before being released to the public. Jennifer Brown stated that she agreed with this proposal, as long as the reports are released to the public afterwards. David Litwinovich suggested that these reports be available in draft form to the public prior to the meeting, similarly to the draft meeting minutes. Donna Mombourquette noted that the draft reports would not be available to the public, for the draft reports are often only received on the Thursday or Friday before the meeting. She suggested that the reports not be available prior to the meeting in draft form but only made public once formally accepted by the Board. She noted that there are no rules regarding internal reports and that those only recently were added to the Board's agendas. David Litwinovich stated that he opposed this and, unless the draft reports will be released prior to the meeting, he believes they should be handled similarly to the draft minutes or consent agenda. He said that he believes the public should be able to review these prior to a meeting. Jennifer Brown agreed that this would be the most transparent way to handle this item. Donna Mombourquette agreed that the draft reports would be placed for the public to review.

Karen Scott asked why the reports are still not being made public to the citizens prior to the meeting.

Donna Mombourquette stated that the Board would move on at this time. She stated that Karen Scott was welcome to come into the office to discuss this item. Karen Scott stated that she is addressing the three person Board at this time during a meeting. Donna Mombourquette stated that the decision was made last year. This will be discussed by the Board, but not during public comment. Karen Scott asked why this cannot be addressed at this time, as it is not a non-public issue.

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

APPOINTMENTS

Item 1: George St. John:

George St. John asked who his liaison for Buildings and Grounds will be. Donna Mombourquette stated that the Board will consider this.

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• Town Generators RFP

George St. John stated that RFPs were sent out for the emergency generator maintenance. Two companies responded with an interest to quote. There were a couple of issues with the last company that was used for this item. The Board agreed to move forward with the quotes for this item.

• Police Department Addition Sprinkler System Bid Decision

Donna Mombourquette stated that her concern was the bid policy for this item and if this could fall under a general contractor instead. Chief Brace explained that the addition proposal was done two years ago. The design has to be modified because the tank location has been moved. Seeking a new vendor to redesign the same system will require an additional payment. Stantec, the general contractor, asked if this item could be pulled out so that all of the other items can move forward at this time.

**Kary Jencks moved that the Town accept the single source design bid for the sprinkler system only, with contractor John L. Carter Sprinkler Company.
Seconded by William McFadden.**

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

• Landscaping at Town Facilities

George St. John explained that he put together a list as to what the Grounds Department does for the Town and the Recreation Department, in order to put the services out to bid. He asked if the Board would like to send the whole package out to bid. Bill McFadden suggested two RFPs, one for the whole package and one for the items highlighted by George St. John for this summer alone.

George St. John asked if the RFP should include work to start immediately or at a later date. Bill McFadden suggested that the RFP request work to start immediately, if possible.

New Business

Item 2: Review of Mandatory Recycling/Dumpsters

Bill McFadden explained that he recently signed an accounts payable warrant. It showed that the monthly bills were due for the dumpsters. These are located at the Highway Department, Police Department, and Fire Department, totaling \$3,672 annually. He stated that he would like to have a conversation regarding reducing the number of dumpsters or possibly eliminating them altogether. If the Board mandates that residents use the Transfer Station for recyclable items, it seems to be backwards to use dumpsters at certain Town Departments.

Gerry Cornett noted that the dumpsters were decided upon due to the manhours used to collect trash from each of these departments. Tipping rates continue to climb. The programs in place are to help the Town mitigate the cost, and these dumpsters are a cost mitigation item.

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Bill McFadden suggested combining some of the dumpsters to share them between departments. The Board discussed seeking ways to recycle at the department locations and other ways to reduce these costs.

Old Business

Item 3: Approval of Public Meeting Minutes of May 22, 2023

William McFadden moved to accept the public meeting minutes of May 22, 2023, as submitted. 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: Town Business With Elected Officials Policy-Adoption

Donna Mombourquette noted that the Board received legal opinion for NH Municipal Association and Town Counsel on this document.

Donna Mombourquette moved to approve the Town Business with Elected Officials policy, dated June 12, 2023. Seconded by William McFadden.

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

Item 5: Approval of Revised Community Power Plan Exhibit

The Board reviewed the proposed changes to this plan. It was noted that a change was made on May 31st, when the PUC removed the conditional approval of the New Boston Community Power Plan based on language submitted, to be added to Exhibit 2, which has since been completed.

William McFadden moved to approve the revised Community Power Plan exhibit, dated May 31, 2023. Seconded by Kary Jencks.

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

Internal Reports

Item 6: Town Administrator Report

Donna Mombourquette explained that the Board is considering a process as to how best to handle requests for welfare. At this time, requests will come to her, she will review the financial situation at hand, and determine how best the Town can assist the request. The intention is to include more people in this process. This line item will be overbudget this year, but State law dictates that this must be provided.

Donna Mombourquette reviewed the rest of the Town Administrator's report.

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Chief Brace noted that arrests and offenses are currently at an all-time high. The Department is trying to have a presence on the roads for speeding but is currently stretched thin.

Regarding the IT managed service provider, Donna Mombourquette explained that the current provider is considering retiring and passing his customers to a co-employee. There is no word yet on the timing of this.

Donna Mombourquette stated that the Board could consider an update to the wage plan. This topic should be tabled until closer to the budget season.

Item 7: Health Officer Report

Donna Mombourquette noted that former Town Administrator Branscombe made a suggestion to appoint a Deputy Health Officer, Dana Dinsmore.

Bill McFadden asked if there is compensation for this position. Donna Mombourquette noted that there is not. She explained that she would make the necessary change to the form that needs to be sent to the State for this.

Donna Mombourquette reviewed the rest of the Health Officer's report.

Item 8: Select Board Reports: Donna Mombourquette, Kary Jencks, William McFadden

The Board members reviewed their reports.

Donna Mombourquette noted that there are NHMA federal funding opportunities/coaching & technical assistance pilots for smaller towns. This is something for the Board to consider working on.

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.

Karen Scott, 110 Dane Road, asked why the public cannot have access to internal reports prior to a meeting. Bill McFadden stated that the Board would make this a future agenda item to be discussed during a public session.

Chief Brace stated that it would be helpful to include the Department Managers in the proposed change to the wage plan. He has not yet heard anything about the proposed changes. He

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suggested that each Board member have an individual conversation with the current IT provider, as he does not believe the person has any intention of retiring.

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

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

Donna Mombourquette moved to enter into Non-Public per RSA 91-A: 3, II (b) and (c) at 8:08pm. Seconded by Bill 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 9:26pm. 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 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

Kary Jencks moved to adjourn the meeting at 9:27pm. Seconded by Bill McFadden.

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

Respectfully submitted,
Kristan Patenaude

Next Scheduled Meeting: June 26, 2023