

TOWN OF NEW BOSTON
New Boston Select Board Meeting

July 17, 2023

APPROVED

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

Staff present: Kristan Patenaude, Recording Secretary

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.

Consent Agenda- The Selectmen reviewed the July 17, 2023 consent agenda.

Bill McFadden moved to approve the July 17, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Donna Mombourquette.

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 Maralyn Segien, Executive Assistant, who will contact the Select Board to answer your concern, or potentially schedule your appearance before the Board at a later date. The Board appreciates your understanding and cooperation.

Lorraine McKim, 203 Lull Road, commented on agenda item #5. She noted that there is currently difficulty with employees switching departments and keeping email addresses and asked that the Board address this.

Karen Scott, 110 Dane Road, noted that, during the June 26th meeting, it was stated that the public would have access to these via a link, but the public still has zero access to any of the reports listed on the agenda.

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

APPOINTMENTS

Item 1: Approval of Contract for Tree Removal at Christie Road – Road Agent Benji Knapp

Benji Knapp, Road Agent, explained that he received two quotes for tree removal work along Christie Road. He requested that the Board award the bid to the lowest qualified bidder, Mario Pelletier Tree Removal, at an amount of \$23,500. Mr. Knapp explained that the chips will be left on site and the Department will work on stumping the site.

Kary Jencks moved to approve the proposal for tree removal on Christie Road to Mario Pelletier Tree Removal at a cost of \$23,500. Seconded by Bill McFadden.

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

Item 2: Committee Member Applicant Appearances:

- Vasilios Panos – ZBA
- Sally Moss – Highway Safety Committee

The Board interviewed Vasilios Panos as a potential member of the ZBA, and Sally Moss as a potential member of the Highway Safety Committee.

Donna Mombourquette moved to appoint Sally Moss to the Highway Safety Committee. 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 appoint Vasilios Panos to the ZBA. Seconded by Bill McFadden.

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

Item 3: Fire Station Committee Update/Review – Chief of Operations Frank Fraitzl

Chief Fraitzl stated that the Fire Station Committee met and agreed to pursue 60% construction documents for the project. He requested that the Board agree to send three documents through the Town's legal and insurance for review. There was consensus among the Board to approve this request. Chief Fraitzl noted that the Town should know in August if its grant application for this project through the Department of Defense has advanced to the next round.

New Business

Item 4: Approval of Envirotrac Proposal for Additional Iron Sampling – Bill

Bill McFadden noted that additional sampling for iron is needed and requested that the Board award the bid for this work to Envirotrac, at a cost of \$1,370.

Donna Mombourquette moved to approve the contract for additional iron sampling to Envirotrac as a cost of \$1,370. Seconded by Bill McFadden.

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

Item 5: E-mail Address Changes When Employees Change Departments – Donna

The Board discussed a concern regarding email addresses for those employees who change departments within the Town. When this occurs there is no way to differentiate what information is being sent to new employees or who is replying to certain emails. The proposal is to put an

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extension signifier at the end of email addresses. This item is currently only impacting two employees, but the intention will be to continue this process moving forward for all new employees to the Town. There was consensus among the Board to allow this to move forward.

Item 6: Reappointment of Tax Collector Ann Charbonneau – Donna

Donna Mombourquette moved to reappoint Ann Charbonneau as the Tax Collector for three years, effective August 11, 2023. Seconded by Bill McFadden.

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

Item 7: Meeting Format for “Off-Week” Select Board Meetings/Schedule

Donna Mombourquette explained that the Board already has its public meetings for the year currently scheduled. A meeting outside of this can be scheduled by the Chair or another Board member but should be approved by a majority of Board members within 48 hours. If a meeting is called for a non-public session, the Board should open the meeting and go directly into non-public session. If there is other business to be discussed, it needs to be made a clear agenda item. The Board agreed to only schedule off week meetings if required.

Item 8: Hire of Interim Welfare Officer

The Board discussed the Interim Welfare Officer position. It was noted that an applicant has completed an application and been interviewed by the Board previously. The Board agreed to pay the Interim Welfare Officer at a per diem rate, using the Town Administrator salary line. There was discussion regarding potentially keeping this position in place, even after a new Town Administrator is hired.

Bill McFadden moved to hire Chloe Diorio as the Interim Welfare Officer at \$30/hour, on a per diem basis. Seconded by Kary Jencks.

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

Old Business

Item 9: Approval of Public Meeting Minutes of June 26, 2023 and July 11, 2023 and Non-Public Meeting Minutes of July 6, 2023

Donna Mombourquette stated that the Board has not been following the previously agreed to procedure for internal reports. The Board previously agreed that Department Manager reports will no longer be placed on the agenda. Department Manager reports will be submitted by the end of the first full week of the month for Board approval. These will then be posted to the website.

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Donna Mombourquette moved to approve the June 26, 2023 meeting minutes, as amended. 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 approve the July 11, 2023 meeting minutes, with the removal of lines 17-18. Seconded by Kary Jencks.

Discussion:

There was discussion regarding the removal of these lines.

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

Donna Mombourquette moved to approve the Non-Public meeting minutes of July 6, 2023, as presented. Seconded by Bill McFadden.

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

Item 10: Policy Review – Establishment of Candidates Choosing to Volunteer on Town Boards/Committees – Bill

There was discussion regarding this policy. It was noted that the policy would be updated, per the discussion, and reviewed at the next Board meeting.

Item 11: RFP – 2024 Landscaping and Grounds Maintenance

Bill McFadden asked that Board members review the RFP for landscaping and grounds maintenance in 2024 before the August 14th meeting. He explained that he sought quotes for grounds maintenance for the rest of the season for the Library and Old Coach Road fields. The cost for the lowest qualified bidder was \$275.

The Board discussed and agreed to pay mileage for the employee that is currently traveling to do grounds maintenance in Town.

Bill McFadden moved to contract with Allat Land Management to mow the Library and Old Coach Road fields on a biweekly basis. Seconded by Donna Mombourquette.

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

Item 12: Final Decision on Generator Maintenance RFP

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**Donna Mombourquette moved to approve the contract with Powers pending satisfactory references. Seconded by Kary Jencks.
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

Item 13: Budget Discussion

Bill McFadden stated that he would like for all votes made regarding budget transfers from the Select Board budget to individual departments to be rescinded during the process of resetting to the actual, voter-approved, default budget.

Bill McFadden moved to rescind the votes made by the Select Board to move funds from the Select Board budget to individual departments.

Discussion:

There was discussion regarding reviewing each of those votes before rescinding them to make sure this vote would not create issues within the budget. Donna Mombourquette stated that she would work to get these numbers for the Board's review at its next meeting.

There was no second. Motion died on the floor.

The Board discussed the Fire Department's immediate needs with Chief Fraitzl including protective clothing for per diem employees and fuel for the rest of the year.

Bill McFadden suggested holding a public hearing to discuss a potential emergency transfer from the unassigned fund balance. Donna Mombourquette suggested that Department Managers be asked to review their budgets for potential funds to transfer to the Fire Department. Kary Jencks noted that the Board could authorize the Finance Department to transfer funds up to a certain amount, pending Select Board and Department Manager approval, if excess funds are found before the next Board meeting. Chief Fraitzl expressed that this was not an emergency, and the review of transfer funds could wait until the next Board meeting. The Board agreed to address this topic next Monday during an off-week meeting.

Item 14: Discussion On Open Dialog Meetings

Bill McFadden suggested that Board members be free to speak with Town staff or other members of the public during meetings in order to garner important input and information that may be useful during agenda conversations. This would be against the current Board policy on this item.

Donna Mombourquette stated that this would be a change in policy but could be appropriate if a Board member initiates the question and there is not back-and-forth dialogue. She stated that these meetings are business meetings for the Board and those brought to the table only. These

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meetings are made open to the public for observance only, not participation. Allowing public comments to be open-ended violates the Board's ability to assure the general public has the opportunity to comment. Public comment is restricted to items on the agenda. The Board could decide to call on a member of the public as a subject matter expert. She suggested the Board hold quarterly public forums to allow people to speak on suggested topics.

Kary Jencks noted that members of the public can always request to be put on the Board's agenda to speak on a topic. Donna Mombourquette agreed and noted that this is at the discretion of the Board. Bill McFadden noted that, per NHMA, members of the public should not be restricted from speaking unless the item is repetitive or disruptive. Donna Mombourquette stated that being repetitive may include addressing a topic that the Board has previously spoken on. The Board will also never hear civil matters.

The Board agreed to attempt a quarterly public forum.

Internal Reports

Item 15: Select Board Reports:

- Donna Mombourquette, Kary Jencks, William McFadden
- Discussion: Verbal v. Written Reports

There was consensus regarding making the Select Board reports verbal instead of written.

There was discussion regarding making links available on the agenda for certain documents. Bill McFadden suggested that certain documents be made available to the public for transparency. Donna Mombourquette stated that there is a certain time when documents should be made available to the public. It was noted that NHMA would be contacted regarding this topic.

The Select Board read their reports into the record.

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 Maralyn Segien, Executive Assistant, who will contact the Select Board to answer your concern, or potentially schedule your appearance before the Board at a later date. The Board appreciates your understanding and cooperation.

Karen Scott, 110 Dane Road, expressed concern regarding links to the internal reports and other agenda documents. She noted that the emergency Fire Department budget situation was caused by the previous Select Board allowing funding for per diem workers and an Operations Manager without first receiving a vote from the citizens of New Boston. She questioned the immediate need for turnout gear for per diem employees based on call volume. She also questioned who

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will determine what the definition is for a “subject matter expert” in order to be called on by the Board to answer questions during a meeting.

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

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

**Kary Jencks moved to enter into Non-Public per RSA 91-A: 3, II (c) at 8:55pm.
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 9:05pm. 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 seal the Non-Public meeting minutes for ten years.
Seconded by Kary Jencks.**

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

ADJOURNMENT

Donna Mombourquette moved to adjourn the meeting at 9:09pm. Seconded by Kary Jencks.

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: July 31, 2023