

# Approved

## Town of New Boston Selectmen's Meeting April 18, 2022

**PRESENT:** Donna Mombourquette Selectman  
David Litwinovich Selectman  
Jennifer Brown Selectman  
Paul Branscombe Town Administrator

**Request for Non-Public-Per RSA 91-A:3, II(c):** David moved to enter Non-Public session per RSA 91-A:3II(b) at 6:53PM. Jennifer seconded the motion. All were in favor. 3-0

Donna moved to exit Non-Public Session at 5:46PM. Jennifer seconded the motion. All were in favor. 3-0

Assistant to the Town Administrator Laura Bernard, Kaleb Jacob, Karen Scott, Bill McFadden, Deputy Town Clerk Cathy Strausbaugh, Susan Carr, Police Chief James Brace, Officers Shane Morton and Joshua Wynkoop, Susan and Frank Morton, Christina, Mary, Jamie, Road Committee Chairman Mark Debowski, George St. John and one or more additional members of the public were present for all or part of the meeting.

**A. CALL TO ORDER:** A regular meeting of the Board of Selectmen was called to order by Donna Mombourquette at 6:00PM beginning with the Pledge of Allegiance.

**Public Swearing in of Officers Shane Morton and Joshua J. Wynkoop:** Police Chief James Brace was present to introduce officers Shane Morton and Joshua Wynkoop who were appointed at the April 4, 2022 meeting. Officer Morton has five years of experience in the Sanbornton, NH Police Department where he held the rank of Senior Patrolman. He was a field training officer, taser instructor and has many other qualifications. He previously worked as a dispatcher for the Franklin Police Department and holds a Bachelor's degree from the Massachusetts Maritime Academy. He hails from Reading, MA. He is recently engaged to Christina, and they plan to purchase a home in southern NH. Officer Wynkoop hails from Litchfield, NH and attended Manchester Community College. Since graduation he has worked in the private sector while pursuing his career in law enforcement. The Department and town are excited to welcome them. They were sworn in by Deputy Town Clerk Cathy Strausbaugh and their badges were pinned on.

**Consent Agenda-** The Selectmen reviewed the April 18, 2022 consent agenda. David moved to approve the April 18, 2022 consent agenda items including payroll, Accounts Payable and other signed official documents. Jennifer seconded the motion. All were in favor. 3-0

### **B. PUBLIC FORUM:**

Donna noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. Comments will be confined to issues on the agenda only. The Board asks that if you have issues or questions that need to be brought before the Board, please fill out a request to appear form and send it to the Town Administrator beforehand. Upon review of the request, you may be placed on a future meeting agenda. Anyone with a comment is asked to comment as per the rules for live meetings and state your name and address for the record and that comments be respectful and thoughtful. The Board will listen, but public comment is typically not back and forth.

Susan Carr of Leach Hill Road was present and complimented the town on the agendas posted on the website as they now contain more detailed information. The Board thanked her for her comment.

Seeing no further Public Comment, Donna closed the first session.

### **C. NEW BUSINESS:**

**Item 1: Consolidated Communications Broadband/Fiber Discussion:** The Select Board noted Consolidated Communications indicated today that it did not want to meet with the Select Board before meeting with the Energy Commission/unofficial Broadband Committee as the town has not yet made a decision regarding broadband and fiber speeds. This meeting will be postponed pending these decisions.

**Item 2: Mark Debowski-Road Committee:** Road Committee Chairman Mark Debowski was present to meet with the Select Board to follow up on his recent meeting with David along with the April 13, 2022 Road Committee meeting. Mark is the only official member of the Road Committee, but at the meeting he and the former/pending members discussed their vision for the Committee and if it should continue. He reviewed this with a document provided to the Select Board noting the Committee considers itself a guardian of town roads, bridges and culverts to steward the long-term vision as the town experiences staff and elected official changes. They also hope to present annual recommendations to the Select Board, Town Administrator and CIP Committee to provide advice, offer abilities to help the town for review of contractor documents, welcome the Road Agent to all meetings for healthy discussions and review moderate to large subdivisions for potential effects on town roads and off-site improvements during and after development. The Select Board will continue to review this information at its May 2, 2022 meeting and thanked Mark for his efforts.

Former/pending Committee member George St. John was present noting he also attended the April 13, 2022 meeting. He reviewed his forty-five years of experience with the Road Committee which was disbanded when a Road Agent with engineering and preplanning experience was hired. The Road Committee was reinstated after an unusually bad mud season occurred. George also agrees the Committee should continue and the Road Agent is very valuable at all Road Committee meetings. Healthy discussions are encouraged but all involved should agree on an appropriate flexible action plan. The current Committee members are a great

group with a wide range of pertinent knowledge, but all parties may not currently agree. He recommends the Committee remain in place to establish a long term and CIP plan for town roads including new subdivisions. This involves volunteers donating their time. The Board thanked George.

#### **D. OLD BUSINESS:**

**Item 3: Approval of Public Minutes of April 4, 2022:** David moved to defer approval of the public minutes of April 4, 2022 pending review. Jennifer seconded the motion. The motion carried. 3-0

#### **E. OTHER BUSINESS:**

**Item 4: Town Administrators Report:** Paul reported the following:

- New Boston Bridges: Gregg Mill and Tucker Mill Road bridges are going to be 100% funded by the State's Municipally Owned Bipartisan Infrastructure Law (MOBIL) bill as part of President Biden's Build Back Better plan. This means no monies will come from taxation for the design and construction of these projects. A Request For Qualifications will be posted on the Town Website and sent to Engineering firms: Dubois King, Hoyle Tanner and Quantum. The Board agreed.
- Department Head Meeting Tomorrow Discussion Topics:
  - Step & Grade/COLA: Potential removal of steps to be replaced with annual COLAs and any merit increases based on performance. The Select Board requested information on any financial impact this may have.
  - Temporary Alternative Duty (TAD): Paul recommended the Select Board adopt the boiler plate policy written by Primex tonight before he informs the Department Heads that it must be used should their staff suffer a work-related injury. The Select Board signed the document for adoption.
  - Credit Card Policy: The Select Board reviewed a draft policy prepared by the Finance Director to be discussed with Department Heads at tomorrow's meeting. The Select Board suggested weekly review of credit card spending as part of the preapproval process for purchases and using cards with card codes to limit potential fraud.
  - Agenda provided.
- Resident Request To Purchase Town-Owned Land: At the April 4, 2022 Board meeting the Board considered a resident request to purchase town-owned land and requested an opinion from the Planning Board. Paul reported the Planning Board considered it and sent a message to the Select Board that any Planning Board opinion on this is irrelevant. David reported the Planning Board recommended the value of the land be considered for this transaction. The town is researching this.
- GIS Mapping: Paul and Laura met with Tim Fountain from CIA Technologies to discuss this potential option for New Boston. It is concerning that this important item failed on the 2022 Town Warrant. At the meeting the group considered funding options for the project, but none were available. This will be included on the 2023 Warrant and Tim will meet with the Select Board soon to discuss benefits of this project for the town.

- Health Officer: Paul has applied to take over as the town Health Officer and is awaiting results of the required background check.
- Fire Chief Retirement Announcement: Fire Chief Dan MacDonald has announced his plans to retire. Paul plans to meet with the Fire Wards next week to discuss the potential to work together to draft a job description for this position.
- Select Board meeting dates: Donna reported the Board has agreed to move the June 6 meeting to June 1.
- Building Inspector Retirement Announcement: Building Inspector Dan Kramer has announced his plans to retire and move out of state mid-May. The position is posted, and three candidates are currently being considered.
- Expenses and Revenues: The first quarter is now complete. Paul and the Finance Director have reviewed all accounts and found everything to be in order. Department Heads are closely watching spending and revenues.
- The Select Board requested NH Municipal Association be invited to a meeting to present information about calendar year vs. fiscal year for town budgeting purposes. It is a tremendous task to change it and information needs to be provided to the public through the process.

**Item 5: Department Manager Reports:** Provided documentation reviewed. These reports will be published on the town website monthly. The Select Board asked the status of the car being refurbished for town hall employee use. Police Chief James Brace and Paul reported it will be registered, brought to the Town Hall and the refurbishment process will continue to allow this vehicle to be used by town hall employees on town business.

**Item 6: Select Board Reports:**

Jennifer reported the Solid Waste Advisory Committee met April 4, 2022 and discussed the following:

- Improvements to Townwide Clean Up Day with more Advertising/Promo of the Event, Community Involvement and possible Community Challenges for most pickup.
- Posting capital raised for specific commodities, ie. aluminum brought in, etc. Promote more direction for the website and other social media on how much capital is raised for commodities.
- Town wide yard sale concerns including the amount of leftover items and their disposal.
- Possibilities of Agri-Cycle, a new compost recycling option to decrease the amount of material disposed of in landfills. Equipment will be needed to start the program, but it is anticipated to save the town money future years.
- Revamp the Transfer Station Website for more clarity, better direction and accurate pricing.
- The next Committee meeting is May 2, 2022 at 4:00pm.

David reported the following:

- Planning Board meeting of April 12, 2022:
  - The Board is continuing to review an application for a proposed 3-lot subdivision on Colburn Road and has requested a legal opinion from town counsel.

- The Board is reviewing an application for a minor 2-lot subdivision on Wilson Hill Road.
- The Board approved an application for an outdoor event venue at Byam and River Roads with conditions.
- The next Planning Board meeting is May 10, 2022.
- Fire Station Committee meeting of April 14, 2022:
  - The Committee met to discuss the path forward concerning a new fire station or safety complex following 2022 voting results.
  - The Committee discussed the extensive results of a Facebook survey conducted by Committee member Susan Hansen asking residents why they voted for or against the warrant concerning the safety complex. David will send the results of the survey to Laura to publish on the town website.
- Road Committee meeting of April 13, 2022.
  - The committee met with concerned citizens to discuss a vision of the road committee moving forward to present to the Select Board.

Donna reported the following:

- Attended the following NHMA (free) seminars:
  - Review of legislation affecting municipalities being heard in the Senate and House
  - Local Officials Workshop
  - ZBA Basics
  - Participated in the NHMA General Administration & Governance Policy Review (ongoing)
- Became a member of the Piscataquog Local River Advisory Committee
- Meeting with the Town Administrator on a regular basis

## **F. PUBLIC FORUM:**

Donna noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. Comments will be confined to issues on the agenda only. The Board asks that if you have issues or questions that need to be brought before the Board, please fill out a request to appear form and send it to the Town Administrator beforehand. Upon review of the request, you may be placed on a future meeting agenda. Anyone with a comment is asked to comment as per the rules for live meetings and state your name and address for the record and that comments be respectful and thoughtful. The Board will listen, but public comment is typically not back and forth.

Kaleb Jacob of Fraser Drive was present and noted the document from Road Committee Chairman Mark Debowski has been available on the town website since Friday, allowing anyone including Select Board members to view it in advance of this meeting. Laura offered to comment but Kaleb noted this is not allowed under the new Public Comment procedures at Select Board meetings. He also thanked David for announcing the results of the voter survey regarding the Fire Station will be posted on the website. He plans to submit a 91-A request if

this is not done. He noted the new Public Comment procedure at Select Board meetings is a shame that could potentially cost the town with additional employee work and legal fees.

Seeing no further Public Comment, Donna closed the second session.

**Other:**

Laura apologized for not having the document from the Road Committee Chairman available for the Select Board noting she requested it from him to try to include it in the Select Board packets that are picked up Friday mornings. Mark dropped it off later on Friday and requested it be posted in any method possible for transparency. Therefore, she added it to the electronic agenda on the website. The Select Board thanked her for her efforts.

**Item 7: Request for Non-Public-Per RSA 91-A:3, II(b):** David moved to enter Non-Public session per RSA 91-A:3II(b) at 6:57PM. Jennifer seconded the motion. All were in favor. 3-0

David moved to exit Non-Public Session at 7:17PM. Jennifer seconded the motion. All were in favor. 3-0

**ADJOURNMENT:** David moved to adjourn the meeting at 7:18PM. Jennifer seconded the motion. All were in favor. 3-0

*Prepared by Maralyn Segien*

**Next Scheduled Meeting: Town Hall Conference Room May 2, 2022 (6:00 PM)  
7 Meetinghouse Hill Road- New Boston, NH 03070  
Phone: (603) 487-2500-[www.newbostonnh.gov](http://www.newbostonnh.gov)  
Handicap Access available**