

TOWN OF NEW BOSTON
New Boston Select Board Meeting

August 14, 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 August 14, 2023 consent agenda.

Bill McFadden moved to approve the August 14, 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.

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

APPOINTMENTS

Item 1: Kevin Leonard Northpoint Engineering - Town Hall Drainage and Dougherty Lane Bridge Updates

Kevin Leonard, Northpoint Engineering, explained that he wrote the Board a letter on June 30, 2023 summarizing the projects he is working on for the Town. Due to changes in leadership, he would like to review the projects with the Board and realign objectives. Regarding the Lyndeborough Road culvert project, this is now in a five-year monitoring program as a stipulation of the ARM funding. The Town Hall drainage improvement project is on-hold at this time, until a lot line solution can be discussed with an abutter. The Board agreed that a joint meeting with the abutter should be held shortly. Kevin Leonard explained that the design for the new Fire Station will move forward over the winter. The Board discussed a complaint regarding an existing trailer behind the Fire Station. Kevin Leonard noted that he spoke with DES, and it should be okay to simply remove the trailer and restore the area. Kary Jencks stated that she would speak with the Fire Chief about this. Kevin Leonard explained that the Bedford Road culvert replacement has received a 2024 construction grant from DES. A wetland permit for this needs to be secured by the end of this year. He will also need to discuss the potential work with abutters. A Warrant Article is anticipated for additional funding for the Bedford Road culvert

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project. Regarding the failed culvert at the ballfield, Kevin Leonard explained that this will be more complex than a normal culvert replacement. It is unclear if the Road Agent will do this work or if it will be bid out. Kevin Leonard stated that he would like one point person to discuss each project with.

Item 2: Request To Appear - Paul Sizemore

Paul Sizemore appeared before the Board and read a statement (*see attached*).

Donna Mombourquette explained that the Board is not in a position to change what the Planning Board has decided. There is a process to bond this project, but first information and a cost are needed through the Alteration of Terrain (AoT) permit. Once this information is received, a bond can be issued, and a certificate of occupancy can be granted.

Paul Sizemore explained that the north side of the lot is already AoT compliant. He will not do any work on the south side of the property until the AoT permit is obtained. The Planning Board has stated that he needs an AoT permit for the entire site and that a certificate of occupancy cannot be granted until the permit is obtained. The engineer explained to him that an AoT permit was not required, because the two areas of disturbance are not contiguous. This seems to be an interpretation made by the Planning Board. The two sides of the lot are part of one 11-acre property.

Donna Mombourquette stated that the Planning Board is not in a position to reverse the Planning Board's decision. Bill McFadden noted that the Board could send a signed letter to DES, asking to speed up the AoT permit process. Paul Sizemore stated that he did not believe this would help the situation. He expressed disappointment as to which projects in Town are examined by the Town Engineer and which are not. This is not an even playing field.

New Business

Item 3: Review Draft 2023-2024 Finance Committee Schedule

The Board reviewed and accepted the 2023-2024 Finance Committee Schedule.

Item 4: General Email Addresses For Departments

Donna Mombourquette explained that the request is to have general email addresses for the Town Departments. Some people will still keep their individual email addresses as well.

Item 5: Fix And Repair Process – Building Maintenance

There was a discussion regarding who to use for building maintenance. Bill McFadden stated that he would reach out to Gerry Cornett and Tanya Ricker regarding who they use for general maintenance.

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Old Business

Item 6: Approval of Public Meeting Minutes of July 31, 2023

**Kary Jencks moved to approve the July 31, 2023 meeting minutes, as submitted.
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: Town Administrator Search

Kary Jencks explained that there were 19 candidates for the Town Administrator search. These applications were reviewed by the Board, with scores sent by each member to Maralyn Segien. This same process will now be carried out by the Department Heads. From this process, approximately 3-6 candidates will move forward to the first round of interviews. The selection committee will interview each candidate round robin style. Each group of interviewers will report to Maralyn Segien, who will then report back to the Board. The selection committee will make a recommendation to the Board, hopefully by the end of September.

Reports

Item 8: Select Board Reports

Bill McFadden gave his report. There was Board consensus regarding placing a stop sign at Molly Stark Lane/Bedford Road. Bill McFadden noted that the Board needs to rescind votes from its May 8th meeting regarding budget transfers.

Bill McFadden moved to rescind the Board votes from May 8, 2023, transferring the following monies:

- **\$1,858 from the Select Board account to Recreation**
- **\$20,000 from the Select Board account to Finance**
- **\$1,868 from the Select Board account to the Tax Collector**

Seconded by Donna Mombourquette.

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

Bill McFadden asked about the draft 2024 landscaping RFP. It was noted that this information would be sent to Maralyn Segien to prepare an RFP.

Regarding elevated iron levels at the Transfer Station, Bill McFadden explained that he will alert the Board as to what DES recommends for remediation. He noted that the RFPs for the Police Station construction will be opened on September 11th at 2pm at Town Hall. Bill McFadden stated that he heard from Town Counsel that there are no legal requirements to make documents available before meetings. He also spoke with NHMA, who recommended to Donna

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Mombourquette that there be files included with the agenda or through the Town website. This would be beneficial for those trying to follow from home. Donna Mombourquette stated that the Board needs time to review these documents before they are released. The Board needs to be cognizant of Maralyn Segien's time. She suggested that the documents can be posted on Monday morning, as long as the Board has reviewed them. Making these clickable links is likely too much.

Kary Jencks noted that her report was mostly included within her work for the Town Administrator search.

Donna Mombourquette presented her report, including answering emails.

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, asked why there is not a link for the Finance Committee schedule document. She noted that Kevin Leonard previously stated that he sent an email regarding updates to Donna Mombourquette, but this should be sent to all three Board members. She suggested that Kevin Leonard be invited into meetings more frequently so that the public knows which projects are currently underway. She noted that the Dougherty Lane bridge project was supposed to be completed by September 2023, but she has not yet seen a vote by the Board to cancel the project.

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

ADJOURNMENT

**Bill McFadden moved to adjourn the meeting at 8:00pm. 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: August 28, 2023