

TOWN OF NEW BOSTON  
New Boston Select Board Meeting

October 23, 2023

**APPROVED**

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

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

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

**Donna Mombourquette moved to enter into Non-Public per RSA 91-A: 3, II (b) at 6:01pm. Seconded by Bill McFadden.**

**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 6:32pm. 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 seal the meeting minutes of the Non-Public session 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.**

**Consent Agenda-** The Selectmen reviewed the October 23, 2023 consent agenda.

**Bill McFadden moved to approve the October 23, 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 Bill McFadden – aye; 3-0-0 motion carried unanimously.**

**1<sup>st</sup> 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, thanked the Board for adding attachments of the documents to be discussed on the agenda this evening.

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

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**Appointments**

**Item 1:** Dick Jardine – Veterans Monument

Mr. Jardine stated that he would like this project included in the budget. He thanked the team that helped with the research on this project. He received vendor quotes for adding names to be monument. One bid, from Peterborough Marble & Granite Works, was approximately \$3,600 to remove the existing plaque, expand the space, and replace it with a larger plaque. One other vendor has not yet given pricing and another quoted over \$5,000 for the project. He noted that the monument was last updated in 1997.

There was discussion regarding how to fund this project. It was suggested that a warrant article be sought at Town Meeting to fund this project. Donna Mombourquette noted that exact quotes will be needed to create the warrant article.

**New Business**

**Item 2:** Review and Approve Encumbrance Policy

The Board reviewed the draft Encumbrance Policy. Jennifer Allocca, Finance Director, explained that she reviewed a policy from Chester, NH and used it to create the draft.

There was discussion regarding rewording of an item on the draft policy. It was noted that the draft would be amended and brought to the Board for further review and discussion.

**Item 3:** 2023 Tax Rate Setting

Jennifer Allocca stated that the preliminary tax rate for the Town is based on the schools, Town, county, and State. The Town's portion of the tax rate for this year is \$0.04; the school's portion is \$0.61; the county's portion was \$0.13, and the State's was \$0.39. This calculates to a total increase of \$1.17 in the Town's overall tax rate.

Bill McFadden noted that the Board has no say in the school, county, or State portion. He stated that \$0.04 for the Town's portion seems reasonable.

Donna Mombourquette stated that there has been confusion over the years regarding using the unassigned fund balance to reduce the Town's tax rate. This is typically not recommended, as it gives a false sense of the actual municipal tax rate. Bill McFadden agreed that he is not in favor of using the unassigned fund balance to reduce the rate. He stated that he believes people should be aware of the actual tax rate and understand where the increases come from. Kary Jencks agreed.

Jennifer Allocca noted that the Town's Rooms & Meals tax saw an increase from approximately \$398,000 last year, to \$583,000 this year.

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Bill McFadden asked how the Town compares to other local towns. Jennifer Allocca stated that it is difficult to compare to other towns without knowing what a good comparable feature is.

**Bill McFadden moved to set the 2023 tax rate at \$20.35. 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: Discussion of 2024 COLA**

Jennifer Allocca stated that she reviewed a number of potential COLA figures. The Social Security is estimated at 3.2% this year. The NH Employment Services is estimated at approximately 3%. Last year the Town had a 3% COLA.

The Board agreed to move forward with a 3% COLA this year.

**Donna Mombourquette moved to approve a 3% COLA for budget year 2024.  
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: Discussion of 2024 Health Insurance Benefits Cost**

Jennifer Allocca explained that she received a letter from HealthTrust, the Town's current provider, regarding changes to their health plans. The proposal will increase their medical plan by 14%. This begins on July 1, 2024. The Town currently offers employees three different plans.

Bill McFadden asked about shopping around for a new provider. Jennifer Allocca noted that there are only two other options for municipalities. One of these the Town recently changed from, and she is hesitant to make employees change again. This is the Town's second full year with HealthTrust.

There was discussion regarding the caps on the plans.

Donna Mombourquette stated that, currently the Town is charging employees 7.8% of the premium. She asked what the cap would be in order to maintain this percentage flat for employees. Jennifer Allocca stated that she would run additional scenarios to show the impacts to employees.

Bill McFadden noted that Department Managers would like to weigh in on these decisions.

**Old Business**

**Item 6: Approval of Public Meeting Minutes of October 9, 2023; and October 16, 2023**

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**Donna Mombourquette moved to approve the meeting minutes of October 9, 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.**

**Donna Mombourquette moved to approve the public hearing meeting minutes of October 16, 2023, as presented. Seconded by Bill McFadden.**

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

**Item 7: Town Administrator Search**

Kary Jencks explained that an offer has been made and the Town should hear back by the end of the week.

**Item 8: Grounds Maintenance for 2024**

Bill McFadden explained that the RFP that was sent out received no bids. He explained that the current person doing the grounds maintenance would like to continue. The Board agreed. Bill McFadden suggested putting out a revised RFP that details exactly what is being done by this position at this time. The Board agreed.

**Internal Reports**

**Item 9: Select Board Reports**

Bill McFadden stated that he attended a Fire Station Committee meeting on October 11<sup>th</sup>. There was a Highway Safety Committee meeting directly before the Select Board meeting this evening. He also will lead the Department Manager's meeting on Wednesday. He stated that he will ask Maralyn Segien about the timecard policy.

Bill McFadden asked about the next steps for employee evaluations. The Board agreed that it would review all Department Manager evaluations next week together.

Bill McFadden asked if it is okay for the Transfer Station to close on the Saturday after Veterans Day. The Board agreed.

Bill McFadden stated that he would speak to Maralyn Segien regarding publishing the 2024 holiday schedule.

Kary Jencks stated that she has mainly been working on the Town Administrator search process. She has also been working on Department Manager evaluations. She attended a meeting in Concord but noted that she could not give more detail at this time.

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Donna Mombourquette stated that she attended a NHMA meeting. She also met with the Finance Director regarding budgeting. She also attended a meeting with attorney and the Hoyle Tanner engineers regarding projects in Town. She also attended CIP meetings.

Bill McFadden asked about the Bedford Road culvert project. Donna Mombourquette stated that this will happen next summer. Jennifer Allocca noted that this project still needs to be approved through a warrant article at Town Meeting.

**2<sup>nd</sup> 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 Kary Jencks about the meeting in Concord she mentioned. Kary Jencks stated that she could not expound more at this time.

Karen Scott asked why the Bedford Road culvert and bridge work project meetings with the engineers and counsel are not public, and why only one Board member attended. Donna Mombourquette stated that she is the Board's liaison to the Highway Department. No decisions were made during the meeting. She brought back information from the meetings to the Department and the board. Bill McFadden noted that he has no issue with this, as long as the information is relayed to the Board.

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

**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 8:02pm. Seconded by Bill McFadden.**

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

The Board discussed upcoming items for future Executive Sessions. No decisions were made, and no votes were taken.

**Donna Mombourquette moved to exit Non-Public per RSA 91-A: 3, II (c) at 8:34pm and enter Non-Public per RSA 91-A: 3, II (i). Seconded by Bill McFadden.**

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

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The Board discussed processes for fixing facility items. No decisions were made, and no votes were taken.

**Donna Mombourquette moved to exit Non-Public Session at 8:45pm. Seconded by Bill 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.**

**Donna Mombourquette moved that the Board authorize and instruct Donna Mombourquette, with the assistance of Kevin Leonard, Northpoint Engineering, to negotiate with TJ Schunemann regarding a lot line adjustment on the property adjacent to the Town Offices and the driveway/parking area used by Mr. Schunemann. Seconded by Kary Jencks.**

**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 8:50pm. 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: November 6, 2023**