

TOWN OF NEW BOSTON
New Boston Select Board Meeting

November 6, 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)

Bill McFadden moved to enter into Non-Public per RSA 91-A: 3, II (b) at 7:40pm. 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 exit Non-Public session at 6:30pm. 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 Non-Public meeting minutes 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 November 6, 2023 consent agenda.

Bill McFadden moved to approve the November 6, 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.

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

None.

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New Business

Item 1: Sign Fire Department Contracts

Donna Mombourquette stated that these contracts have been reviewed by legal counsel.

The Board reviewed and signed the contracts.

Item 2: Police Department Renovation Contracts

The Board reviewed the proposed contracts. Police Chief Brace noted that there have been a couple of changes that he will forward along to the Board as backup items. He discussed the process and changes made to the contracts.

Donna Mombourquette noted that the terms of the agreement have a very fast turnaround and asked that this be discussed further with the Finance Director.

The Board reviewed and signed the contracts.

Item 3: Acceptance of Unanticipated Highway Block Grant Funds

Jennifer Allocca, Finance Director, explained that this unanticipated funding was found when reviewing the budget. The Board reviewed the funding.

Item 4: Date needed for Employee Holiday Party-Wednesday in December

The Board discussed a date for the Employee Holiday Party. The Board agreed to hold the party on December 20th.

Item 5: Review and Approve 2024 Select Board Meeting Schedule

The Board reviewed its 2024 meeting schedule. The Board agreed with the proposed schedule.

Item 6: Review and Approve 2024 Town Holidays

The Board reviewed the 2024 Town holidays. The Board discussed the addition of Juneteenth. It was noted that the State does not yet recognize this as a formal holiday. The Board discussed that this could be taken as a personal day, if employees so choose, but it will not otherwise be recognized as a formal Town holiday at this time.

Old Business

Item 7: Approval of Public Meeting Minutes of October 23, 2023

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**Kary Jencks moved to approve the meeting minutes of October 23, 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 8: Town Administrator Search

Kary Jencks stated that the Town Administrator search will continue. She expressed gratitude to all involved in the search process. The Town has reached out to MRI regarding a continued search for a good interim Town Administrator. There was discussion regarding hiring a headhunter agency to aid in the process as well. The Board agreed to try to develop an RFI to solicit a headhunter agency.

Kary Jencks noted that there was one Town Administrator candidate who previously was unable to be interviewed. She has reached out to this person to discuss the situation but has not yet heard back.

Item 9: Review and Approve Encumbrance Policy

Jennifer Allocca reviewed the proposed Encumbrance Policy with the Board. This was reviewed with legal counsel. She stated that she would create a list of recommended Financial policies that she learned about from the NHMA.

**Bill McFadden moved to accept the Encumbrance Policy dated November 6, 2023. Seconded by Kary Jencks.
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

Item 10: Discussion of 2024 Health Insurance Benefits Cost

The Board discussed the proposed 2024 health insurance benefits cost. Jennifer Allocca stated that she tried to bring the amount closer to the percentage the Town currently covers. This proposal, if acceptable to the Board, would then be circulated to Department Heads for review.

Donna Mombourquette stated that the current monthly cost paid by employees is \$80.94. The proposal would increase this to approximately \$90 per month. The Town current pays approximately \$266,000 per year for health insurance benefits. This proposal would increase that amount to approximately \$303,000.

The Board agreed that this proposal should be circulated to Department Heads for review. The Board agreed to review this item again at its next meeting.

Internal Reports

Item 11: Select Board Reports

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Kary Jencks noted that she has been working on the Town Administrator search.

Bill McFadden stated that he attended the October 25th Department Managers meeting. On October 26th, he reviewed budget items with Jennifer Allocca. On October 28th, he participated in the fall roadside cleanup event with the NH Republican Committee. 10 bags were cleaned up along Route 13. He attended the Road Committee meeting on November 1st and was in the audience for the first Finance Committee meeting.

Donna Mombourquette stated that she met with the Highway Department to discuss budget preparations with Jennifer Allocca. She attended the last CIP meeting, the budget of which will be presented at the November 14th Planning Board meeting. She had a final meeting with the attorneys regarding the bridge engineering language. This has been sent to DOT. She attended the first Finance Committee meeting. She explained that there is an issue with an outside oil tank at the Highway Department. Irving wants the Board to sign an indemnity agreement that recognizes there can be issues with storage tanks outside of a building. Bill McFadden suggested that an easy fix to this could be a cold weather additive. Jennifer Allocca stated that she would check on this item.

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.

Jennifer Allocca, 37 New Hampshire Turnpike, noted that the Ben Kent appointment discussed during the Consent Agenda was for the Economic Development Committee.

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 7:40pm. 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 9:15pm. Seconded by Kary Jencks.

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

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Donna Mombourquette moved to seal the Non-Public meeting minutes for five years. Seconded by Bill McFadden.

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

ADJOURNMENT

Bill McFadden moved to adjourn the meeting at 9:15pm. 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: November 20, 2023