

TOWN OF NEW BOSTON
New Boston Select Board Meeting

November 20, 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 (c) and (b)

Kary Jencks moved to enter into Non-Public per RSA 91-A: 3, II (c) and (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.

Bill McFadden moved to exit Non-Public session at 6:39pm. 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 to seal the Non-Public minutes ad infinitum. Seconded by Kary Jencks. Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.

Bill McFadden moved to recess the meeting until 7:00pm. Seconded by Donna Mombourquette. 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 20, 2023 consent agenda.

Bill McFadden moved to approve the November 20, 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.

TOWN OF NEW BOSTON
New Boston Select Board Meeting

November 20, 2023

APPROVED

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

Appointments

Item 1: Dick Jardine-Review and Approve Veterans Monument RFP

Dick Jardine presented the proposed RFP. The Board discussed the dates to include in the RFP and agreed to move this item forward.

Item 2: Road Agent Benji Knapp – Sand Contract Discussion

Benji Knapp reviewed bids received for winter sand and chip sealing for Old Coach Road.

There was discussion regarding chip sealing.

Donna Mombourquette moved to accept the bid for conventional chip seal to be awarded to All State Construction Inc. Seconded by Bill McFadden.

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

There was discussion regarding the winter sand bids.

Donna Mombourquette moved to accept the bid for winter sand at \$7/yard to be awarded to Don Wheeler Construction. Seconded by Bill McFadden.

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

Benji Knapp explained that the Town has previously contracted five vehicles for winter plowing. He was recently notified that one of those plow trucks will not be available this year. He would like to find a part-time on-call plow driver to hire for the season. The rate for this position would be \$30/hour. The Board was in consensus to allow this proposal to move forward. It was agreed that this position would be placed on the Town website tomorrow.

Item 3: Finance Director Jennifer Allocca – Discussion of ClearGov Software Proposal

Jennifer Allocca stated that the ClearGov software is dedicated only to the budget process. The Town's current software for this is limited and not user-friendly. She previewed the software for the Board.

Bill McFadden asked if Staff has been able to use the actual software website yet. Jennifer Allocca stated that Staff has only had a demo of the product thus far. A next step would be to allow Department Heads to use a demo website.

TOWN OF NEW BOSTON
New Boston Select Board Meeting

November 20, 2023

APPROVED

Bill McFadden asked if this is being proposed as a warrant article. Jennifer Allocca stated that this was the intention, with a note that the appropriation would then be included in the following year's budget.

Bill McFadden asked if this software would save Staff time, as it will cost approximately \$20,000/year, if approved. Jennifer Allocca stated that, overall, she believes this software would save time. She noted that this company seems to be used by municipalities around the country.

Donna Mombourquette asked how this software could be used for Accounts Payable. Jennifer Allocca stated that this is not used for Accounts Payable but could be used to view actuals by the accounts. This would allow Department Heads to have real-time access to these numbers.

Bill McFadden recommended a demo of the software for the Board. He stated that this may be more of a nicety than a need. He would recommend this be pursued as a warrant article, if the Board agrees to move forward with it. The Board agreed that it would like to see a demo of this, if possible.

Kary Jencks suggested asking the SAU if they would be interested in this software as well.

New Business

Item 4: Transfer Station 2023 Budget Underspend – Transfer to Fire Department 2023 Budget

Bill McFadden stated that the Transfer Station is comfortable transferring \$15,000 to the Fire Department.

Bill McFadden moved to approve the \$15,000 transfer of funds from the New Boston Transfer Station to the New Boston Fire Department for the 2023 budget. Seconded by Kary Jencks.

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

Item 5: Review and Approve MSW Contract/Addendum

The Board reviewed the Municipal Solid Waste contract/addendum. Bill McFadden noted that the contract contains language that it may be altered at any time.

Bill McFadden moved to approve the Municipal Solid Waste contract dated November 1, 2023 at a rate of \$115 per ton for municipal solid waste and demolition for the 2024 budget season and \$122 per ton for municipal solid waste and demolition for the 2025 season. Seconded by Donna Mombourquette.

Discussion:

Donna Mombourquette stated that there is a concern with agreeing to a multiple year contract. A warrant article could be used to fund this multi-year contract.

November 20, 2023

APPROVED

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

Bill McFadden moved to create a warrant article to fund this multi-year contract to be approved by the voters. Seconded by Donna Mombourquette.

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

Item 6: Acceptance of Highway Block Grant Funds

Donna Mombourquette stated that a public hearing will be scheduled for December 4th to formally accept the additional grant funds.

Item 7: Reestablishment of the Fire Station Building Committee

Bill McFadden stated that an informal meeting was held on November 15th with members of the prior Fire Station Building Committee to discuss the decision to disband the Committee. All those present urged the Board to reestablish the Committee to allow for public participation in the process. This will be an advisory Committee and goals will be created. This Fire Station will be on the Town of New Boston's property and members of the public should be allowed to weigh in on this project in an advisory capacity. There were no objections within the informal meeting to this proposal.

Kary Jencks asked if there is an advisory committee for the work being completed at the Police Station. Donna Mombourquette stated that there is not.

Bill McFadden stated that the Fire Wards have run closed door meetings in the past. This Committee would allow for full transparency. Kary Jencks stated that the wording of the goals for this Committee will be important.

Donna Mombourquette stated that citizen involvement is important, but she is unclear of the structure and purpose of this Committee. She is concerned with the operationalizing of this group at this time. The Fire Wards were involved with the design of the new building and continue to have a role in the process. It is unclear how many citizens and Fire Wards would be part of this Committee.

Bill McFadden suggested that he would sit with the Chief of Operations and Fire Chief to brainstorm ideas. Donna Mombourquette suggested a citizen be part of this working group as well.

Old Business

Item 8: Approval of Public Meeting Minutes of November 6, 2023

November 20, 2023

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Donna Mombourquette moved to approve the public meeting minutes of November 6, 2023, as presented. Seconded by Kary Jencks.

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

Item 9: Town Administrator Search

Kary Jencks explained that MRI offers headhunting services, which the Board previously considered. The head of MRI will be coming to speak with the Board regarding intentions for this process. The Board agreed to consider the options for this process prior to the meeting.

Item 10: Review Encumbrance Policy

The Board reviewed the revised Encumbrance Policy. Bill McFadden noted that he would like the associated RSA attached to the policy.

Donna Mombourquette moved to approve the Encumbrance Policy, with any spelling mistakes corrected. Seconded by Bill McFadden.

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

Item 11: Discussion of 2024 Health Insurance Benefits Cost

Jennifer Allocca noted that the Board previously considered pursuing an option to raise the Town medical caps closer to the current percentages that are covered. She sent information on this suggestion to Department Heads and did not hear back any information. She asked that the Board approve a cap for budgeting purposes, which could be revisited in case the number comes down in the spring.

There was consensus to move forward with the caps and proposed option at this time for budgeting purposes.

Bill McFadden suggested price comparing next year for health insurance.

Internal Reports

Item 12: Select Board Reports

Kary Jencks stated that she has been working on the Town Administrator search. She noted that she also attended the Department of Defense meeting at the Library regarding the Fire Station grant. Congresswoman Kuster will be visiting the Town next month. She will be attending a training along with others regarding reporting for the grant.

Bill McFadden stated that he met with Staff regarding budget items. He also sat with Jennifer Allocca to discuss the budget process. He attended the unofficial Fire Station Committee

TOWN OF NEW BOSTON
New Boston Select Board Meeting

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meeting. He has been sitting as an audience member at Finance Committee meetings. Also, a Highway Safety Committee meeting is scheduled for tomorrow night and the Bedford Road culvert project will be discussed.

There was discussion regarding who sands/salts the walkways in Town.

Donna Mombourquette stated that she attended the NHMA conference and the Town's Finance Committee meeting as an ex-officio member. She also attended the CIP presentation to the Planning Board. She also continues to review budgets.

The Board reviewed the proposed Select Board budget. It was noted that this would be formally presented at the Finance Committee meeting on the 30th. The Town Administrator salary has been increased in order to entice candidates.

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, stated that it has been approximately four weeks since the Town Administrator candidate declined the position. She asked if there is a reason it is taking so long to get an interim Town Administrator. Kary Jencks stated that there is not anyone available, per MRI, at this time.

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

ADJOURNMENT

Donna Mombourquette moved to adjourn the meeting at 9:04pm. 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: December 4, 2023