

TOWN OF NEW BOSTON
New Boston Select Board Meeting

December 4, 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.

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

Kary Jencks moved to enter into Non-Public per RSA 91-A: 3, II (b) at 5:57pm. 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 6:29pm. 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 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 reconvene in Open Session at 6:31pm. 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 expressed its thanks and congratulations to Dick Moody on his many years of service for the Town and his retirement.

Public Hearing – Acceptance of Unanticipated Highway Block Grant Funds

Kary Jencks moved to open the Public Hearing of the New Boston Special one-time highway payment in accordance with House Bill 2, payment for maintenance, construction, and reconstruction of Class IV and V highways. 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 explained that this is for \$60,049.62 is additional money provided to the Town from the Highway Block Grant funding.

There was no public comment at this time.

TOWN OF NEW BOSTON
New Boston Select Board Meeting

December 4, 2023

APPROVED

Kary Jencks moved to close the public hearing at 6:34pm. Seconded by Bill McFadden. 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 December 4, 2023 consent agenda.

Bill McFadden moved to approve the December 4, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Kary Jencks.

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.

Karen Scott, 110 Dane Road, asked if the Board plans to accept the additional Block Grant funding as discussed during the earlier public hearing. Donna Mombourquette stated that it would be taken up later in the meeting.

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

Appointments

Item 1: Shannon Silver - Review and Approve 2024 CIP Plan

Shannon Silver, Community Development Director, presented the 2024 CIP Plan to the Board. She explained that the plan reflects an increase of approximately \$95,000 from the 2023 plan. She noted that the Fire Station bonding item was removed due to the Town's recent receipt of a grant for this item. The Highway Truck CRF line was increased for future years, as the Department has several trucks coming up for repair one after another. The Road Improvement line was increased to \$100,000/ year. A couple of new items were added to the plan, including the Library expansion/HVAC project, and a placeholder item for the Conservation Commission regarding adding a pedestrian tunnel along the rail trail at Parker Station.

Bill McFadden asked about the The 2007 Forestry Truck as listed on the 2023-2028 CIP Schedule and Budget. Shannon Silver explained that the first listing on the plan is for the truck to be refurbished in 2023. The second listing is for a replacement of this vehicle.

TOWN OF NEW BOSTON
New Boston Select Board Meeting

December 4, 2023

APPROVED

Bill McFadden asked about a number of items that are proposed to increase in cost. Shannon Silver explained that the rescue pumper, highway truck, grader, vibratory roller, and loader were all noted to have increased greatly in cost since they were previously added to the plan.

Bill McFadden asked about the Highway Department's Chevy Silverado 1500. Shannon Silver explained that this was newly placed on the plan but is not new to the Town. This vehicle was not previously purchased through the CIP, but it is now being placed on the plan for eventual replacement. The excavator was previously on a lease for the Town, but this has been bought out and so the vehicle has now been placed on the schedule as well.

In response to a question from Bill McFadden, Shannon Silver explained that the backhoe has been moved up from 2040 to 2035 because the Department does not believe it will reach its 20-year life expectancy.

In response to a question from Bill McFadden, Shannon Silver explained that the DRA advised the Town that the previously listed Board of Selectmen revaluation item should be removed from the plan, as it is not a capital project.

Item 2: Frank Fraitzl - Review and Approve Fire Department Clerk of the Works RFP

Frank Fraitzl explained that he has drafted an RFP for a Clerk of the Works for the Fire Station project. The Board reviewed the RFP. There was discussion regarding potentially generalizing the amount of experience required for the position. Frank Fraitzl stated that he does not believe the current wording will limit vendors from applying. He would like to put the RFP out this week. The interview team will be discussed and decided on with the Board. Frank Fraitzl stated that the person chosen for this position will directly report to him.

The Board agreed to move forward with the RFP at this time.

Item 3: Caleb Domeyer - ClearGov Budget Software Demonstration

The Board tabled this item to later in the meeting.

New Business

Item 5: Review and Approve Transfer Station T2 Repair

Gerry Cornett, Transfer Station Manager, explained the proposal for the standard repair of T2. He noted that no other quotes were sought for this work, as the proposed company gave a good price and does the regular maintenance on T2.

The Board agreed to move forward with this item as presented.

Gerry Cornett discussed a revolving fund request with the Board regarding the purchase of a 2023 Hyundai 25-L9a forklift. He explained that he found a new 2023 truck to replace the

TOWN OF NEW BOSTON
New Boston Select Board Meeting

December 4, 2023

APPROVED

existing truck with. The request is to purchase the new truck with money from the revolving fund, as no tax impact to the Town. Bill McFadden stated that he believed due diligence has been completed on this request.

Bill McFadden moved to approve the purchase of the 2023 Hyundai 25-L9a forklift for \$35,985 from Chicago Lift Equipment, Inc., to be funded through the Transfer Station Revolving Fund. Seconded by Donna Mombourquette.

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

Item 3: Caleb Domeyer - ClearGov Budget Software Demonstration

The Board retook this item at this time.

The Board heard a presentation on the ClearGov budget software from Caleb Domeyer.

In response to a question from Bill McFadden, Caleb Domeyer stated that ClearGov is used by over 1,000 public agencies. The Board is welcome to contact those other entities for feedback on the software.

Kary Jencks mentioned the cost of the software for a Town this size, including setup and renewal fees. Caleb Domeyer stated that the software is priced a la carte. Many communities decide to turn on only some of the software tools at a time.

In response to a question from Kary Jencks, Caleb Domeyer stated that there would not be a discount if the Town and SAU both decided to use this software, as they would be considered separate entities.

In response to a question from Bill McFadden, Caleb Domeyer stated that all training for the software is completed online in-house.

There was discussion regarding what information from the software can be made public facing and how the software can be used by Department Heads.

Bill McFadden stated that he believes this software is great, but a want and not a need for the Town. He suggested placing the funding for it on a warrant article to allow the Town to decide.

Item 6: Discuss Alternating Liaison Duties Every Three Months

Bill McFadden suggested that the Board members swap their departmental liaison duties from time to time in order to allow each to learn about different departments. Kary Jencks stated that this makes sense, and she has heard a similar request from some Department Heads. She noted that the current priority is to hire a new Town Administrator and this suggestion could potentially wait until after budget season. Donna Mombourquette stated that she has heard from

TOWN OF NEW BOSTON
New Boston Select Board Meeting

December 4, 2023

APPROVED

some Department Heads that they would prefer continuity. She would like to wait on this until after the election. The Board agreed.

Donna Mombourquette explained that there was some confusion on the agenda regarding the previously discussed public hearing. She asked that the Board address accepting the Highway Block Grant funds at this time.

Donna Mombourquette moved to accept the unanticipated Highway Block Grant funds in the amount of \$60,049.62. Seconded by Bill McFadden.

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

Old Business

Item 7: Approval of Public Meeting Minutes of November 20, 2023

Donna Mombourquette moved to approve the public meeting minutes of November 20, 2023, as amended. Seconded by Bill McFadden.

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

Item 8: Town Administrator Search

Donna Mombourquette stated that the Board has decided to move forward with contracting with a recruiting search firm for this item in hopes of finding an interim Town Administrator. There will be future updates as available.

Item 9: Timecards for Salaried Employees Policy Follow Up

Bill McFadden noted that this policy has been in the Personnel Policy manual but the words “and exempt employees” need to be added in Section 6 in order for the policy to cover all employees.

Bill McFadden moved to approve the revised Reporting of Time Worked Policy draft, dated December 4, 2023. Seconded by Kary Jencks.

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

Internal Reports

Item 10: Select Board Reports

Bill McFadden stated that there was a Solid Waste Committee meeting on November 20th and a Highway Safety Committee meeting on the 21st. He attended the Department Head meeting on the 29th to discuss budgets. He also sat as an audience member during the Finance Committee meeting on the 30th.

TOWN OF NEW BOSTON
New Boston Select Board Meeting

December 4, 2023

APPROVED

Kary Jencks stated that she has been watching committee meetings via livestream and attended the Department Head meeting. Training for the Fire Station grant will occur shortly.

Donna Mombourquette stated that she has been working on the liaison Department Manager reviews. The Town received DOT approval for the Gregg Mill and Tucker Mill bridge design. Also, the Town received a bid for an oil tank replacement at the Wason Memorial Building. She will discuss sharing this cost with the Historical Society.

The Board discussed holding budget public forums on January 7th and 14th.

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 if the recruiting firm will be used to find only an interim Town Administrator or a permanent one as well. Donna Mombourquette stated that this would be used for both.

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

Requests for Non-Public per RSA 91-A: 3, II (c)

Donna Mombourquette moved to enter into Non-Public Session per RSA 91-A:3, II (c) at 7:58pm. 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 spoke with Police Chief Brace regarding policies and promotions.

Donna Mombourquette moved to exit Non-Public Session at 10:39pm. 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 approve the promotions of Officer Stephen Case and Officer Timothy Loveless. Seconded by Bill McFadden.

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

December 4, 2023

262 **Donna Mombourquette moved to seal the Non-Public minutes ad infinitum.**
263 **Seconded by Bill McFadden.**
264 **Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William**
265 **McFadden – aye; 3-0-0 motion carried unanimously.**

269 **Donna Mombourquette moved to adjourn the meeting at 10:40pm. Seconded by Bill**
270 **McFadden.**
271 **Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William**
272 **McFadden – aye; 3-0-0 motion carried unanimously.**

Next Scheduled Meeting: December 18, 2023