

TOWN OF NEW BOSTON
New Boston Select Board Meeting

December 18, 2023

APPROVED

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

A. CALL TO ORDER: A meeting of the Board of Selectmen was called to order by Kary Jencks at 6:13PM.

Consent Agenda- The Selectmen reviewed the December 18, 2023 consent agenda.

Bill McFadden moved to approve the December 18, 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:

Kary Jencks 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, noted that there are no monthly Department reports on the website.

Mr. Keyes, Bedford Road, stated that he was interested in learning more about the Board members rotating liaison assignments. He believes this is a good idea. Committee members and employees would likely be happy to have each Board member know what is happening in each Department. This would also be helpful for a new Town Administrator and would show a team attitude.

Seeing no additional public comment, Kary Jencks closed the first session.

Appointments

Item 1: Dick Jardine- Veterans Monument RFP Bid Opening

The Board tabled discussion on this item to later in the meeting.

Item 2: Transfer Station Manager Gerry Cornett-Revolving Fund Cap Proposal, Fee Adjustments and Forklift Update

Gerry Cornett stated that FY24 will be the fourth year for collecting revenue for the Revolving Fund. The program continues to go well and is a benefit in saving tax dollars and creating upgrades at the facility. Without any long-term CIP expenditures, he would like to cap the

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Revolving Fund at \$200,000. Anything above this amount should go back to the General Fund. If there is a capital expenditure that comes up, this amount could be amended at a future date.

In response to a question from Bill McFadden, Mr. Cornett stated that there is currently approximately \$156,000 in the Fund.

Mr. Cornett stated that there will be a small, internal CIP program, but longevity should be maximum out of the equipment in his Department.

There was discussion regarding the proposed user fee increases for the Revolving Fund. Mr. Cornett explained that the fees are proposed to cover costs only.

Bill McFadden moved to accept the fee structure for the 2024 fee adjustment as provided and discussed. Seconded by Donna Mombourquette.

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

Mr. Cornett explained that the forklift will likely be delivered to the Town next week.

New Business

Item 3: Comcast Discussion

Bill McFadden asked if the document was reviewed by Town Counsel. Donna Mombourquette stated that, if it has not been, it will be. There may be negotiation needed in some of the items listed. The Board agreed that it would like to review this proposed agreement document against the current document and also hear back from Town Counsel at a future meeting.

Item 4: Review and Approve Personnel Policy Review Schedule

Bill McFadden stated that a Personnel Policy Committee meeting was held on December 13th. The Committee requested that policies be reviewed by the Board in a certain order.

Donna Mombourquette asked about the proposed accrual policies and any potential financial impacts.

The Board agreed to discuss the first set of policies at its next meeting.

Item 5: Review and Approve RSMS Software Contract

Bill McFadden noted that the Road Committee recommended this item unanimously.

Bill McFadden moved to accept the agreement for professional planning services between the Southern NH Planning Commission and the Town of New Boston for

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the RSMS Software contract, for a fee not to exceed \$7,903. 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: Review and Approve Encumbrance Requests

Bill McFadden stated that the Transfer Station is requesting an encumbrance of approximately \$6,000 for paving. The Board requested an exact quote for its next meeting.

The Board addressed an encumbrance request for the Police Department. There was discussion regarding the body camera request. Donna Mombourquette suggested moving this topic to Non-Public Session, as it is a sensitive issue. She suggested that the 2023 payment be made with encumbered funds, and that the Police Department should then draft a warrant article for the 2024 and 2025 needed funds. Kary Jencks stated that the Board should check in with Police Chief Brace before determining how this item will be presented to taxpayers. The Board agreed to hold a meeting next week in order to further discuss this item.

Old Business

Item 7: Approval of Public Meeting Minutes of December 4, 2023

Kary Jencks moved to approve the public meeting meeting minutes of December 4, 2023, as amended. Seconded by Donna Mombourquette.

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

Item 8: Fire Station Building Committee Status

Bill McFadden read a letter from Anthony Stowers regarding the request to reestablish the Fire Station Building Committee. There was discussion regarding the purpose of this Committee, including the makeup and scope. Donna Mombourquette stated that the purpose of the original Committee was completed. Another Committee could be established, but the purpose needs to be clear. If this is about informing the community, holding information within a small group of people is not transparency. She noted that Kary Jencks must be present for any of these meetings.

Bill McFadden stated that there will be a brainstorming session for original Committee members and others on December 20th. He agreed with informing the Town using multiple sources regarding this information.

Item 9: Warrant Article Review

The Board reviewed the proposed warrant articles.

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Bill McFadden noted that he would like the proposed Finance software to be a warrant article. Jennifer Allocca, Finance Director agreed.

Bill McFadden noted that, with Step and COLA increases, employees are slated to get a 7% increase, which may be a bit high for this year. This is not a common increase these days and could lead to the budget not being approved this year. While he would not object to the warrant as presented, he suggested either Step increases or a COLA. Donna Mombourquette suggested that other municipalities be considered.

The Board agreed to continue to review the warrant articles at its next meeting.

Item 10: Second Reading-Reporting of Time Worked Policy

The Board had a second reading of the draft Reporting of Time Worked Policy.

Donna Mombourquette moved to accept the Reporting of Time Worked Policy effective December 18, 2023. Seconded by Bill McFadden.

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

Item 11: Deliberative Session Date

The Board agreed to change the start time of Deliberative Session on February 5, 2024, to 6:00pm.

Item 12: Budget Discussion

The Board did not address this item at this time.

Internal Reports

Item 13: Select Board Reports

Donna Mombourquette stated that she had no updates at this time.

Bill McFadden stated that the Road Committee met last week, the Solid Waste Committee met this evening, and he has been attending the Finance Committee meetings.

Kary Jencks stated that she and Jennifer Allocca attended a training with DOD regarding reporting of the finances for the new Fire Station. The Planning Board met last week, and the Economic Development Committee met a couple of weeks ago and discussed better engaging businesses and residents in Town to steer the work of the group.

2nd PUBLIC COMMENT:

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Karen Scott, 110 Dane Road, stated that she has asked multiple times for attachments for agenda items to be included for the public's benefit. For example, the second agenda item this evening. This would afford transparency and aid the citizens in better understanding budget items. She asked why the public was not able to review the Personnel Policy review document, or the RSMS contract document. None of the members of the public sitting in the meeting are able to follow along with the agenda items, as there are no background documents. She has reviewed other local towns, and their Select Board agenda packets contain all of the associated documents. Citizens have a right to see this information. Also, while the Town employees do a great job, a 7% increase in this economy is crazy.

Seeing no additional public comment, Kary Jencks closed the second session.

Item 1: Dick Jardine- Veterans Monument RFP Bid Opening

The Board opened the Veterans Monument RFP bids at this time. One bid was from Kaufhold Peterborough Marble & Granite Works for \$3,400 - \$3,600. The second bid from Rock of Ages was for \$5,125.

Donna Mombourquette moved to accept the bid and contract from Kaufhold Family Stone Works. Seconded by Bill McFadden.
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.

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

Kary Jencks moved to enter into Non-Public Session per RSA 91-A:3, II (b) and (c) at 8:02 pm. 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 9:18pm. Seconded by Kary Jencks.
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.

