

TOWN OF NEW BOSTON  
New Boston Select Board Meeting

December 26, 2023

**APPROVED**

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

**A. CALL TO ORDER:** A meeting of the Board of Selectmen was called to order by Donna Mombourquette at 6:34PM.

**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, asked a follow-up question regarding agenda attachments. Kary Jencks explained that most of the issue deals with the Town being short staffed. This continues to be worked on. Donna Mombourquette stated that, for the last year, the Board has a policy regarding documents and public viewing.

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

**New Business**

**Item 1:** Acceptance of Donation of Office Items

Donna Mombourquette stated that a significant office item donation was made to the Town from ITR Economics of Manchester. There is no dollar value on this donation at this time.

**Donna Mombourquette moved to accept a donation of office items from ITR Economics. Seconded by Kary Jencks.**

**Discussion:**

**Kary Jencks asked about the quality of the donations and if they are all needed by the Town at this time. Donna Mombourquette stated that each Department was sent a list of the donated items. Bill McFadden explained that the equipment appears to be in good shape.**

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

**Old Business**

**Item 2:** Continued Warrant Article Discussion

The Board reviewed the proposed warrant articles.

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Regarding Article 11, the Board discussed including language that the management of the expenditures is done per policy.

The Board discussed the DPW warrant article for \$250,000 for construction, repair, and/or reconstruction of existing roads associated with drainage improvements and engineering. If the Board voted to keep this item within the budget, this warrant article would be eliminated. This is separate from the road maintenance line within the budget.

There was discussion regarding the emergency repair of the HVAC system and that this was charged from a Municipal Facilities Expendable Trust Fund instead of the Radio Emergency CRF. The CRF cannot be drawn from without a vote at Town Meeting, whereas the Expendable Trust Fund can be drawn from by the Select Board during emergencies. There was discussion as to whether the CRF should be reimbursed for this item. Donna Mombourquette suggested that the purpose of the Emergency Management CRF be reviewed, in order to consider if a transfer would be appropriate.

There was discussion regarding the GIS warrant article. It was noted that the warrant article on last year's ballot passed. Donna Mombourquette asked if the language on last year's warrant article reads in a way that the entire funding for this item has already been approved with the last vote. Kary Jencks stated that the original funding passed but the voters now need to vote on the second half of the funding, in order to complete the project. The first amount of money was not raised by taxes, but this second part will need to be raised by taxes. Donna Mombourquette stated that she believes this was approved as a full package of \$220,000. Jennifer Allocca stated that the first warrant article only asked to raise and expend \$110,000 with the knowledge that the full amount would be \$220,000. She noted that the Finance Committee has asked what will happen if the second warrant article is not approved. It was noted that the final product will not be supplied to the Town if the second warrant article is not approved. There was discussion regarding potentially funding this second amount through the unassigned fund balance.

Regarding Article 23 for the Fire Special Reserve Fund, Bill McFadden suggested opening the fund with \$1 instead of \$1,000. Chief Brace agreed that a lower amount could be used to open the fund. Donna Mombourquette suggested that the warrant article be to establish the fund without any additional funding at this time.

Regarding Article 24 for the Fourth of July Association, Kary Jencks asked how much funding is raised by private donation/sponsorship as a way to better inform voters. Jennifer Allocca stated that it costs approximately \$25,000-\$30,000 for the parade, fireworks, and overall event.

Regarding the warrant article to fund Municipal Solid Waste Services, Donna Mombourquette explained that the escalating tier costs for the contract will not be covered in a default budget, unless this warrant article is approved. Gerry Cornett stated that he believed the original contract was approved through the operating budget as a five-year contract with escalating costs. Donna Mombourquette stated that these escalating costs have to be approved via a warrant article. Bill

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McFadden noted that the language should be amended to reflect that there is a State mandate regarding waste management. Donna Mombourquette explained that the law states that there must be waste management services, but the type is not dictated. Gerry Cornett stated that the contract for the type of services is already in place that needs to be funded.

Regarding Article 29 for updated Finance software, Bill McFadden stated that he does not believe this should be funded through the unassigned fund balance. He would also like the language to reflect that the annual cost will be \$19,000 plus 3% each year, with 6% in 2027. The Board agreed to hear from the Finance Committee.

**Item 3: Highway Warrant Discussion**

The Board agreed to table discussion on this item until its next meeting.

**Item 4: Continued Budget Discussion**

Donna Mombourquette presented a number of proposed reductions. She explained that she is proposing all of the COLAs have been stripped from the budget. Tuition reimbursement was reduced. The recent reductions led to an overall reduction in the budget of approximately \$53,000. There was discussion regarding reducing the Welfare line and including a warrant article regarding Town donations to non-profits, visiting nurses, and other groups for the voters to decide on. The Board agreed not to remove this money from the Welfare line at this time.

It was noted that some employees are on the Town's retirement matching plan. Donna Mombourquette stated that this was reduced in the budget by 15%. Kary Jencks stated that she believes the Town could do better for its retirement plan. It is lower than the State retirement plan and she would like the Town to review this in the future. Donna Mombourquette suggested an enrollment period at a certain time during the year in order to be able to better budget for this item.

Kary Jencks stated that she would have liked to have a real time full Board discussion regarding these proposed cuts. Donna Mombourquette stated that these are proposed ideas. The Board will review these and additional items once the formal budget is in front of it. The Board agreed to carry out this process at its next meeting.

**Item 5: Continued Encumbrances Discussion**

**Donna Mombourquette moved to approve the encumbrance of \$20,242.50 from a Transfer Station budget line to be determined prior to execution to Continental Paving. Seconded by Bill McFadden.**

**Discussion:**

**Kary Jencks stated that she would like to know which line item(s) this is coming from prior to approval.**

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Gerry Cornett stated that this is to come from 01-4321-1-900, Miscellaneous.  
Encumbrances should come from the bottom-line item.

Bill McFadden noted that this encumbrance will come from multiple line items.

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

Donna Mombourquette moved to transfer \$12,002.08 from the Town Administrator  
salary account, 01-4130-2-110, to the Uniforms and Equipment line item, 01-4210-1-  
610. 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 transfer \$8,200 from the Town Administrator  
salary account, 01-4130-2-110, to the Contracted Services line item, 01-4210-1-342.  
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 encumber \$20,254 from the Police Department  
budget vehicle line item to be expended on a Police cruiser purchase in 2024.  
Seconded by Kary Jencks.

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

There was discussion regarding DPW encumbrances.

Donna Mombourquette moved to encumber an amount not to exceed \$150,000 from  
the Road Construction line item to offset chip coating for Old Coach Road to be  
completed in 2024. 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 encumber \$30,000 from the Road Construction  
line item to be used for the crushing of stone for use by the Highway Department in  
2024. 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 encumber \$5,100 from the Building Maintenance  
line item 01-4311-8-430 and \$1,900 from the Road Construction line 01-4312-1-612

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**for the purpose of paint and dry wall for the new addition at the Highway Department. Seconded by Kary Jencks.  
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

The Board reviewed a schedule of year-end Warrant Article encumbrances that will be sent to the auditor.

**Donna Mombourquette moved to encumber a total of \$1,352,140 from the CRFs and Warrant Articles including for the Bedford Road culvert to come from the Town Bridge Repair CRF, the Fire Department Forestry Truck to come from the Fire Department Vehicle CRF, the Highway Block Grant lapsing in the 2027 Warrant, Record Retention Warrant, Police Department Addition Warrant, Fire Department Utility Vehicle Warrant, Tucker Mill Road Bridge CRF, Gregg Mill Bridge CRF, Road Improvement Warrant, the Highway Block Grant lapsing in 2028, GIS Mapping Warrant, and Record Retention Warrant according to spreadsheet provided. Seconded by Kary Jencks.  
Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**2<sup>nd</sup> PUBLIC COMMENT:**

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Karen Scott, 110 Dane Road, expressed concern regarding the Warrant Article review as the plan includes use of the Unassigned Fund Balance. She noted a minimum Unassigned Fund Balance is recommended. Last year, the Town used the Unassigned Fund Balance for some Warrant Articles, leaving the balance barely containing the minimum allowed. The GIS Mapping Article language holds taxpayers hostage, as the Article says there is no tax impact when there would be next year. This is deceptive, confusing, and not well written. The Board voted to use the Unassigned Fund Balance last year and now believes it was the wrong method. She suggested the Board put more effort into the Warrant Article preparation.

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

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

**Donna Mombourquette moved to enter into Non-Public Session per RSA 91-A:3, II (b) and (c) at 9:51 pm. Seconded by Kary Jencks.**

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220 **Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William**  
221 **McFadden – aye; 3-0-0 motion carried unanimously.**  
222

223 **Donna Mombourquette moved to exit Non-Public Session at 10:51pm. Seconded by**  
224 **Bill McFadden.**

225 **Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William**  
226 **McFadden – aye; 3-0-0 motion carried unanimously.**  
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228 **Kary Jencks moved to seal the Non-Public meeting minutes for 10 years. Seconded**  
229 **by Bill McFadden.**

230 **Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William**  
231 **McFadden – aye; 3-0-0 motion carried unanimously.**  
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233 **ADJOURNMENT**  
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235 **Donna Mombourquette. moved to adjourn the meeting at 10:52pm. Seconded by**  
236 **Bill McFadden.**

237 **Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William**  
238 **McFadden – aye; 3-0-0 motion carried unanimously.**  
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240 Respectfully submitted,  
241 Kristan Patenaude  
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243 **Next Scheduled Meeting: January 3, 2024**