

# Approved

## Town of New Boston Selectmen's Meeting June 1, 2022

<b><u>PRESENT:</u></b>	Donna Mombourquette	Selectman
	David Litwinovich	Selectman
	Jennifer Brown	Selectman
	Paul Branscombe	Town Administrator

**A. CALL TO ORDER:** A regular meeting of the Board of Selectmen was called to order by Donna Mombourquette at 6:00PM beginning with the Pledge of Allegiance. The Board recognized Sarah Chapman with a moment of silence after her recent passing, who served the community in many roles over the past forty-seven years, touching the lives of several generations of citizens. She served as a Supervisor of the Checklist, July Fourth Association, Community Church congregation and the Players. These are just a few of the many organizations who benefitted from her infectious laugh and genuine love for the community. She will most fondly be remembered as the Library Director; the many programs had the imprint of Sarah's big heart and sincere dedication to serving the library patrons. The Board shared its deepest condolences to Sarah's husband Don and their family. May her memory be a blessing and may she rest in peace. She will be missed.

**Consent Agenda-** The Selectmen reviewed the June 1, 2022 consent agenda. David moved to approve the June 1, 2022 consent agenda items including the re-appointment of Graham Pendlebury to Forestry Committee, Approval of Homeland Security and Emergency Management Grant for the Fire Department, payroll, Accounts Payable and other signed official documents. Jennifer seconded the motion. All were in favor. 3-0

### **B. PUBLIC FORUM:**

Donna noted 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 the Town Administrator who may resolve your issue or potentially schedule your appearance before the Board at a later date. The Board appreciates your understanding and cooperation.

Rocco Castellano of Wright Drive was present and asked for details about the Homeland Security Grant for the Fire Department. Paul noted it is a typical community management grant for any maintenance the Fire Department requires. It does not pertain to CERT or other groups.

Karen Scott of Dane Road was present and asked the amount of the Homeland Security Grant. Paul reported it was \$8,000 with a \$4,000 match but the match does not come from taxpayer funds.

Seeing no further Public Comment, Donna closed the first session.

### **C. NEW BUSINESS:**

**Item 1: Josif Bicja, Hoyle & Tanner, discussing Dougherty Lane Bridge:** Engineer Josif Bicja from Hoyle & Tanner was present to discuss the Dougherty Lane bridge with the Select Board. He summarized the project as he visited the area recently and sent a letter of the findings that has been posted on the town website. Paul and the Board thanked Josif and his firm for preparing this report pro bono.

Paul and Rebecca Nee of Dougherty Lane and Rebecca Barss of Tucker Mill Road were present with questions about the project. Donna noted another meeting will be held with residents to answer any further questions. Residents can send questions to Paul in preparation for that meeting.

**Emergency Management Performance Grant Acceptance:** The Select Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 to update the community's Local Emergency Operations Plan (LEOP). Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the town will be responsible for a 50% match (\$4,000.00).

### **D. OLD BUSINESS:**

**Item 2: Approval of Public Minutes of May 12, 2022, May 16, 2022 and May 23, 2022 (action requested):** The Select Board reviewed the Public minutes of May 16, 2022. David moved to approve the public minutes of May 16, 2022 as presented. Jennifer seconded the motion. The motion carried. 3-0 The Select Board reviewed the Public minutes of May 23, 2022. David moved to approve the public minutes of May 23, 2022 as presented. Jennifer seconded the motion. The motion carried. 3-0 The Select Board reviewed the Public minutes of May 12, 2022. David moved to approve the public minutes of May 12, 2022 as presented. Jennifer seconded the motion. The motion carried. 3-0

### **E. OTHER BUSINESS:**

**Item 3: Town Administrators Report:** Donna moved to accept a \$1,000 donation for the Recreation Department ice rink from the Chau family. Jennifer seconded the motion. The motion carried. 3-0

Paul reported the following:

- **Building Inspector:** May 17<sup>th</sup> was Will Dinsmore's first day in the office where he was introduced to the Department Heads and the Staff Administrative Assistants. He shadowed Marc Tessier, Goffstown's Building Inspector, who has been helping us with

our inspections while we have been finding an applicant. Will is working to complete the necessary certifications. Dan Kramer left our employ on May 19<sup>th</sup> and he is wished all the best. He called to let the town offices know he arrived safely at his new home out of state.

- **Southwest Managers meeting:** On May 19<sup>th</sup> Paul attended the meeting for local Town Administrators and much of the discussion centered around the use of ARPA funds and the job opportunities that are not being filled. There appears to be a common theme in trying to find a Road Agent.
- **Bar Harbor Bank & Trust:** Representatives from the Bank returned to make a formal proposal for Banking Services. Our Finance Director is preparing a comparison of fees and services with our current Banking relationship for Board review.
- **NHMA Presentation:** Katherine Heck from NH Municipal Association came before the Board on May 23<sup>rd</sup> to make a presentation on “Calendar year versus Fiscal year budgeting.” Funding the transition to the optional Fiscal year will be the challenge and we must engage all stakeholders in the process. This will be considered with all Department Managers and the Board.
- **Administrative Assistant to Building Inspector:** On May 25<sup>th</sup> a candidate was interviewed and subsequently made an offer which was accepted. She started today and her hours will mirror that of the Building Inspector.
- **RU OK?:** I participated in a meeting at the Recreation Department to discuss this new program. This unique project provides support to seniors who need a weekly check to ensure their well-being. As the Overseer of Public Welfare, Paul could be a key asset.
- **Recreation Commission:** I met with Chris Hall, Chair of the Commission and Mike Sindoni to discuss performance evaluations going forward as it was difficult to understand how the Town Office could have carried out evaluations for Mike when he does not report to the Town Administrator nor the Select Board but the Commissioners. Mike does an excellent job for the Recreation Department and agrees with me that his evaluation should be done by the Commissioners.
- **Safety Committee/Primex inspection of Fire House:** The Safety Committee met at 9:00 am on May 27<sup>th</sup> to introduce new members, Paul, Will Dinsmore and Kathie Vieira. At 9:30 am, the committee met the new Primex Risk Manager, Derek Martel, who has been assigned to the Town. Primex will prepare a report of their findings for this facility.
- **Transfer Station Revolving Fund:** Transfer Station Manager Gerry Cornett provided a mid-year update to the Board to strengthen the viability of the program. Things are looking very good and financial controls are in place to make sure the program is working and is responding to the taxpayers.
- **Town Administrator’s updated Job Description:** This document has been updated to include the roles of Health Officer and Welfare Director. After reviewing this with the Select Board I should like to sign accordingly and have the Board do the same and they agreed. Job Descriptions are being updated for all town employees to ensure applicable remuneration during performance reviews.
- The Board thanked Paul.

**Item 4: Health Officer Report:** Paul reported the following:

- **Health Officer’s Spring Workshop:** On May 24<sup>th</sup> I participated in the Health Officer’s

Association virtual webinar for four hours focusing on Association and Legislative updates, ‘Readiness to respond’ in one’s community and the revisions to RSA 128, the Statute that governs Health Officer duties in communities. Under the new requirements Paul will undergo more training and, with the Select Board (the Board of Health for the Town), must prepare an annual report of the top three health challenges in our community. The groups will meet quarterly to assess the challenges.

- **Child Care Inspection:** Paul took on his first inspection at the Chestnut Christian Preschool on Chestnut Hill Road yesterday and was very impressed. The facility is also inspected by the state periodically.
- The Board thanked Paul.

**Item 5: Select Board Reports:** Documentation provided.

#### **F. PUBLIC FORUM:**

Donna noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. 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 the Town Administrator who may resolve your issue or potentially schedule your appearance before the Board at a later date. The Board appreciates your understanding and cooperation.

Bill McFadden of Dane Road was present and confirmed the name of the family that donated to the ice rink. He also noted an error in the date of the next meeting on the agenda as it is June 27, 2022.

Rocco Castellano of Wright Drive was present and asked how to make a presentation to the Board. The Board explained the procedure to contact the Town Administrator and file a Request To Appear. He also asked who is the manager of the Board and if there is any other manager overseeing the Town Administrator. Donna noted she is the manager, and the Board is the only manager overseeing the Town Administrator.

Seeing no further Public Comment, Donna closed the second session.

**Item 6: Request for Non-Public-Per RSA 91-A:3, II(c)(a):** David moved to enter Non-Public session per RSA 91-A:3II(c) and (a) at 6:35PM. Jennifer seconded the motion. All were in favor. 3-0

David moved to exit Non-Public Session at 7:16PM. Jennifer seconded the motion. All were in favor. 3-0

**ADJOURNMENT:** David moved to adjourn the meeting at 7:17PM. Jennifer seconded the motion. All were in favor. 3-0

*Prepared by Maralyn Segien*

**Next Scheduled Meeting: Town Hall Conference Room June 27, 2022 (6:00 PM)**  
**7 Meetinghouse Hill Road- New Boston, NH 03070**  
**Phone: (603) 487-2500-[www.newbostonnh.gov](http://www.newbostonnh.gov)**  
**Handicap Access available**