

TOWN OF NEW BOSTON  
New Boston Select Board

August 15, 2022

**APPROVED**

In attendance at New Boston Town Hall: Donna Mombourquette, David Litwinovich, and Jennifer Brown

Staff present: 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.

Donna Mombourquette noted that the Select Board accepts, with regret, the recent resignation of Town employee Laura Bernard. The Board wishes her well in her future endeavors.

**Consent Agenda-** The Selectmen reviewed the August 1, 2022 consent agenda.

**David Litwinovich moved to approve the August 15, 2022 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Jennifer Brown.**

**Voting: 3-0-0 motion carried unanimously.**

**B. 1<sup>st</sup> PUBLIC COMMENT:**

Donna Mombourquette 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.

There was no public comment. Donna Mombourquette closed the first session.

**C. NEW BUSINESS:** None

**D. OLD BUSINESS:**

**Item 1:** Approval of Public Meeting Minutes of August 1, 2022

**David Litwinovich moved to approve the meeting minutes of August 1, 2022, as amended. Seconded by Jennifer Brown.**

**Voting: 3-0-0 motion carried unanimously.**

**Item 2:** RU OK? Program

Police Chief Brace explained that this program has tremendous value in the community for the aging population. One of the complexities is having people call residents and engage regarding certain personal items. He would like for residents to dictate how often they would like to be checked on. The Police Department can work to establish a list of those who wish to participate in the program and how often they would like for this to happen. A period of time can be designated as to when these call-ins will occur. If the call-in does not occur during the requested

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time period, an officer can go check on the resident. There is no real cost or vetting that would need to occur for this portion of the program. This program would allow for the Department to keep an eye on some of the aging population who live alone and need to be checked on. It also allows the Department to make personal contact with residents and become better informed. Information about this program through the Police Department could be placed on the Town website, Department website, and in local businesses. He was part of a similar program in Amherst which saw approximately 20 residents participate. This program could be up and running by October 1, 2022. Regarding senior outreach and making phone calls with seniors, this could be discussed more with the Recreation Department. Engagement in more personal information opens up the Town to some liability and there will be additional vetting that needs to occur.

Donna Mombourquette noted that the Recreation Department will be discussing this at their meeting on Wednesday at 6pm. It would be good for all of those involved to be present to discuss this further.

## **E. INTERNAL REPORTS**

### **Item 3: Town Administrator Report**

Town Administrator Branscombe explained that the existing ramp and steps of the Town Hall are not to code. Architect Roger Dignard is planning to draw up plans for the project that can then be supplied to prospective contractors. The entrance way will be proposed to be ADA compliant, including a push button opening. This project is now tied to the Town Hall drainage project as well. The foundation of the structure will need to be sealed and waterproofed.

Town Administrator Branscombe stated that he, Charlie Byam, Highway Department, and Kevin Leonard, Town Engineer, met to review Pat Ryan's driveway and lawn which are being eroded by rushing water. The group discussed the possibility of putting in catch basins along the road in four locations. The water running down Cemetery Road and Meetinghouse Hill does contribute to the water/drainage issues on the ballfield and under Town Hall.

Town Administrator Branscombe explained that the new Building Inspector, Dana Dinsmore, started in the position on August 2<sup>nd</sup>. He also noted that the Select Board met with representatives from the Energy Commission to discuss issues surrounding broadband, the cable agreement with Comcast and potential energy saving measures for the Town. On August 3<sup>rd</sup>, he participated in the hiring process for the Fire Department Chief of Operations. The Committee reviewed seven applications, rejected three, and moved four to the next stage.

Town Administrator Branscombe stated that he attempted to mediate with counsel on August 4<sup>th</sup>, but unfortunately a resolution could not be reached, and this item will likely go to trial next year.

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Mary Guild accepted the Town's offer of employment and started working on August 8th, as the Human Resource Director, Assessing Clerk, and Town Administrator Branscombe's Executive Assistant. She was recently employed as the Town Administrator in Troy. Mary has over a decade of municipal experience and brings to the team a wealth of knowledge in all aspects of local government.

The newly established Road Committee met on August 10<sup>th</sup> and discussed issues surrounding paving, drainage, and future funding.

Regarding the Town Hall drainage issue, camera work of the underground pipes will be carried out on August 24<sup>th</sup>. The Town Hall parking lot will be barricaded that morning.

The Primex audit of the Fire Station found that a new Fire Station is warranted. The top priority should be the construction of a bathroom with showers, which cannot be accomplished in the current building. Fire and EMS providers encounter blood pathogens and carcinogens in the performance of their duties and must be decontaminated upon returning to the Fire Station, thereby reducing the risk of exposure to these hazards.

Performance evaluation forms have been sent to all the Department Managers to complete for their staff. The Board discussed the date for Employee Appreciation Day. September 28<sup>th</sup> was agreed on.

**Item 4: Health Officer Report**

Town Administrator Branscombe stated that the new rules for Health Officers under RSA 128 were discussed in Concord on August 2<sup>nd</sup>. Under the revised statute, any Health Officer inspections for schools, day care facilities, or foster homes will not be made through the Health Officer but through the Town's Select Board. Also, 10 cases of COVID-19 have been reported in Town in the last 14 days.

**Item 5: Department Manager Reports: Transfer Station, Recreation, Fire, Highway, Community Development, Police**

The Board reviewed the Department Manager reports. Jennifer Brown stated that she likes the additional detail shown on the Fire Department report. She would like more information on mutual aid and the incident participation percentages. Donna Mombourquette suggested that the Fire Chief be present at a future meeting to address some of these concerns.

**Item 6: Select Board Reports: Donna Mombourquette, David Litwinovich, and Jennifer Brown**  
The Select Board reviewed the submitted reports.

David Litwinovich stated that there will be another meeting of the Fire Station Committee tomorrow evening. Donna Mombourquette stated that she would like more information on this process and to have all stakeholders involved.

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Donna Mombourquette stated that the Energy Commission is doing great work for the Town on behalf of its citizens. The Commission has previously requested an ex-officio of the Select Board to sit on the group and she offered to do so.

**David Litwinovich moved to nominate Donna Mombourquette as the ex-officio to the Energy Commission. Seconded by Jennifer Brown.**  
**Voting: 3-0-0 motion carried unanimously.**

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

Donna Mombourquette 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.

Susan Carr, 101 Leach Hill Road, stated that there is drainage which runs down Molly Stark Lane and empties down near the 4-H grounds. This stream may not be directly connected to the drainage issue but is nearby.

Karen Scott, 110 Dane Road, echoed Chief Brace's comments regarding there not being any discussion about the Fire Station and stated that it is a shame there has not been action. Also, the Safety Complex needs to be addressed. Also, a few months ago, she requested that the Chair provide more information and detail in her Select Board reports, but this has not been done. Other Board members have increased information in their reports, and she appreciates this.

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

**G. Request for Non-Public per RSA 91-A: 3, II (c)**

**David Litwinovich moved to enter Non-Public Session, per RSA 91-A: 3, II, (c) at 6:58pm. Seconded by Jennifer Brown.**  
**Voting: 3-0-0 motion carried unanimously.**

**David Litwinovich moved to exit Non-Public Session at 7:50pm. Seconded by Jennifer Brown.**  
**Voting: 3-0-0 motion carried unanimously.**

**David Litwinovich moved to seal the Non-Public meeting minutes for five years. Seconded by Jennifer Brown.**  
**Voting: 3-0-0 motion carried unanimously.**

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

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**David Litwinovich moved to enter Non-Public Session, per RSA 91-A: 3, II, (b) at 7:51pm. Seconded by Jennifer Brown.  
Voting: 3-0-0 motion carried unanimously.**

**David Litwinovich moved to exit Non-Public Session at 8:13pm. Seconded by Jennifer Brown.  
Voting: 3-0-0 motion carried unanimously.**

**David Litwinovich moved to appoint James Fulton II as a Patrol Officer effective 8/16/22 at the pay rates recommended by Chief Brace (\$28.08 with an increase to \$28.12 after probation). Seconded by Jennifer Brown.  
Voting: 3-0-0 motion carried unanimously**

#### **H. ADJOURNMENT**

**David Litwinovich moved to adjourn the meeting at 8:15pm. Seconded by Jennifer Brown.  
Voting: 3-0-0 motion carried unanimously.**

Respectfully submitted,  
Kristan Patenaude

Minutes approved: August 29, 2022

**Next Scheduled Meeting: Town Hall Conference Room August 29, 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**