

TOWN OF NEW BOSTON
New Boston Select Board

August 29, 2022

APPROVED

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

Staff present: Paul Branscombe, Town Administrator

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 5:50pm. Seconded by Jennifer Brown.
Voting: 3-0-0 motion carried unanimously.**

The Select Board spoke Fire Department Building Committee. No motions were made, and no votes were taken during this Non-Public Session.

**David Litwinovich moved to exit Non-Public Session at 6:35pm. Seconded by Jennifer Brown.
Voting: 3-0-0 motion carried unanimously.**

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Donna Mombourquette at 6:37PM beginning with the Pledge of Allegiance.

Consent Agenda- The Selectmen reviewed the August 29, 2022 consent agenda.

**David Litwinovich moved to approve the August 29, 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. 1st 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:

Item 1: Banking RFP Request for Proposal

Town Administrator Branscombe explained that he expects Citizen's Bank, People's United, TD Bank, Santander, and Bar Harbor to reply to this RFP. He asked that the Board focus on the fees mentioned in these RFPs, once received.

August 29, 2022

APPROVED

D. OLD BUSINESS:

Item 2: Approval of Public Meeting Minutes of August 15, 2022

David Litwinovich moved to approve the meeting minutes of August 15, 2022, as amended. Seconded by Jennifer Brown.
Voting: 3-0-0 motion carried unanimously.

Item 3: 100 Thornton Road

Town Administrator Branscombe explained that the Town is moving forward with removal of the trailer and its contents on this property only at this time. The Town will try to determine how to remove these items in the most cost-effective way. It may be possible to sell the trailer.

E. INTERNAL REPORTS

Item 4: Town Administrator Report

Town Administrator Branscombe explained that the newly formed Joint Loss Management Committee will meet tomorrow morning to conduct its first investigation at the Library. Updated forms for the inspections have been created. The group will create a report for Primex to view once the inspections are complete.

Regarding the, R U OK? Program, Town Administrator Branscombe stated that the group only received four responses of interest in the program. It does not appear necessary for this group to duplicate the efforts of other senior programs currently existing in Town. It was agreed that the Recreation Committee would not move forward with this program at this time.

Town Administrator Branscombe stated that Mary Guild returned to the town of Troy, and Maralyn Segien has taken the position of Executive Assistant, which will include assisting with Human Resources.

Town Administrator Branscombe stated that he has reviewed the Employee Input Forms from managers who report to the Town Administrator. While he does not feel ready yet to carry out an annual review, he will write a brief one-page summary on each managers performance.

Town Administrator Branscombe stated that the Town has been awarded the Culvert Flood Risk Assistance Grant for funding of up to \$400,000, which will go towards work to be done on the Bedford Road culvert. A letter of authorization needs to be submitted by Thursday. He explained that the grant will go towards the construction and design of the culvert. The total project is estimated to cost \$732,000, which some money previously approved via a warrant article.

The Town Hall entrance/ramp will likely not be able to be completed until next spring. Town Administrator Branscombe explained that, in the meantime, Anthony Olivier, has proposed a temporary fix through the winter. This is estimated to cost \$5,100. There will be a larger project undertaken next spring, to fix the area and deal with the drainage issues.

TOWN OF NEW BOSTON
New Boston Select Board

August 29, 2022

APPROVED

Town Administrator Branscombe stated that he participated in the oral boards for the Fire Department Chief of Operations. Tonight, the Fire Wards are meeting to confirm their chosen person and an offer will be made to that person tomorrow.

The Fire Department Building Committee meeting will be held tomorrow evening. Donna Mombourquette noted that this meeting was moved to a larger location, but this is not a public forum or hearing. The group will meet to discuss the organizational structure of the committee. There will be no details presented regarding potential plans and there will not be time for a question-and-answer session. People will also be able to stream this meeting online.

Town Administrator Branscombe stated that he and Ms. Segien will be meeting with representatives from NH Interlocal Trust/Harvard Pilgrim to discuss health insurance plans for the Town.

Item 5: Health Officer Report

Town Administrator Branscombe explained that a DES compliance supervisor wrote to Mr. Lavigne regarding 3 River Road, to inform him that there has not been a septic failure and that this should be handled as a civil matter.

Town Administrator Branscombe also noted that five more Omicron COVID-19 cases have been reported to DHHS recently from Town. There is no need for public alarm at this time. Another round of booster shots will likely be available this fall, in conjunction with flu shots.

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

F. 2nd 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.

Bill McFadden, 110 Dane Road, asked if the temporary decking used for the Town Hall ramp over the winter will be reused in some way for the permanent fix next spring. Donna Mombourquette thanked Mr. McFadden for his comment.

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

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

David Litwinovich moved to enter Non-Public Session, per RSA 91-A: 3, II, (a) at 7:02pm. Seconded by Jennifer Brown.

August 29, 2022

APPROVED

Voting: 3-0-0 motion carried unanimously.

David Litwinovich moved to exit Non-Public Session at 7:49pm and enter Non-Public Session, per RSA 91-A: 3, II, (b). Seconded by Jennifer Brown.

Voting: 3-0-0 motion

David Litwinovich moved to exit Non-Public Session at 8:13pm. Seconded by Jennifer Brown.

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

David Litwinovich moved to seal the Non-Public meeting minutes for both sessions for five years. 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

**Next Scheduled Meeting: Town Hall Conference Room September 19, 2022 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available**