

TOWN OF NEW BOSTON
New Boston Select Board

December 19, 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 Chair Mombourquette at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda- The Selectmen reviewed the December 19, 2022 consent agenda.

David Litwinovich moved to approve the December 19, 2022 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Donna Mombourquette – aye; and Jennifer Brown – aye; 3-0-0 motion carried unanimously.

1st 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 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.

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

B. APPOINTMENTS

Item 1: Emergency Management Director Dan MacDonald – Acceptance of two Emergency Management Grants

Dan MacDonald explained that one grant is for an upgrade to the remote radio site. This will allow for an increase in power for the whole site. The second if for an emergency standby generator for the Library. There will be no cost to the Town from these two grants, as these will be covered under the GOFERR grant funds.

David Litwinovich moved to amend the motion to accept the Emergency Management Performance Grants made on December 19, 2022, to reflect that the town is responsible for a 50% match for both projects. This match requirement will not be an additional financial cost to the town, and the town will meet this match requirement by using expenses already paid by GOFERR funding. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

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The Select Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$20,823.00 for a New Boston Communication update and one for \$51,150 for a standby generator at the Library.

Item 2: Energy Commission - Community Power Proposal and Create Community Power Aggregate Committee

Daryl Luter, Energy Commission, presented to the Board. He explained that the proposal is to have the Community Power Aggregate Committee (CPAC) confirmed by the Board. This needs to be completed in order to continue the Community Power proposal. A draft plan is being written for future presentation to the Board. The first CPAC meeting will be held tomorrow evening, a publication for the program will be included on the Beacon on January 1st, and public hearings will be held on January 15th and 23rd. On January 30th, the intent is to have the Board meet and approve the program.

Donna Mombourquette stated that the draft plan has been utilized by other communities and this will be tailored to New Boston's needs.

Daryl Luter explained that power aggregation for the community has a goal of bringing the cost of power for citizens and businesses down. There is no cost to participate in this program; it is an opt-out program.

David Litwinovich moved to approve the creation of a Community Power Aggregate Committee. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Donna Mombourquette – aye; and Jennifer Brown – aye; 3-0-0 motion carried unanimously.

C. NEW BUSINESS:

Item 3: Review and Vote On The Proposed Operating Budget

This item was tabled to later in the meeting.

Item 4: 725 River Road

Benji Knapp, Road Agent, explained that the Town owns the property abutting 725 River Road. There is an issue with trees on the property. A previous Road Agent cut some of the trees. There are some existing ash trees on the property which are likely dying, and he agrees with removing these. The homeowner would like all trees that could reach his yard removed. This would include a large number of trees, likely almost a quarter of an acre of the property.

The Board discussed how many trees it would like to remove from the property. The Board agreed that it would not like to clear cut the property. The homeowner's cloth gazebo cover, damaged by a falling tree, will be replaced by the Town.

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Benji Knapp stated that the rough cost of the last storm was approximately \$40,000-\$50,000.

Item 5: Mitchell Legal Services

Town Administrator Branscombe explained that Mitchell Legal Services only deal with municipal law. He suggested that the Town consider moving to this legal counsel for certain items.

Item 6: Community Church Family Fun Night

Lynn Wawrzyniak, Community Church, explained that this proposal is for the Church to host a family bingo night. This event would likely run from 6pm-7:30pm, with some small prizes for winners. She is unclear what might be needed if some of these are small cash prizes.

Town Administrator Branscombe explained that there is a special event permit form to be filled out.

David Litwinovich stated that he believes the Church should be allowed to do as it wants and does not need a Town permit to host an event in the building itself.

Donna Mombourquette reviewed the criteria for Town permits. It does not appear that this event meets the criteria for requiring a permit.

D. OLD BUSINESS:

Item 7: Approval of Public Meeting Minutes of December 5, 2022

David Litwinovich moved to approve the meeting minutes of December 5, 2022, as amended. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

David Litwinovich moved to approve the public information session minutes of December 7, 2022, as submitted. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

Donna Mombourquette moved to approve the Police Station tour meeting minutes of December 9, 2022, as submitted. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – abstain; Jennifer Brown – aye; and Donna Mombourquette – aye; 2-0-1 motion carried.

Item 8: 100 Thornton Road

Jennifer Brown stated that the trailer on the property has been removed. This was done at no cost to the Town. She would like to speak with Benji Knapp regarding drainage down Thornton Road

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into the brook. The Board agreed that the Town needs to consider if there are any other uses for the property.

E. INTERNAL REPORTS

Item 9: Review Year-T-Date Revenues and Expenses

Town Administrator Branscombe stated that the most recent list of revenues and expenses is dated December 16, 2022. One change includes that the Highway Department line has been overspent. All other items are in line, as discussed.

Item 10: Town Administrator Report

Town Administrator Branscombe suggested that the Board's February 21, 2023 meeting be moved to February 22, 2023. Also, the October 10, 2023, meeting be moved to October 11, 2023. The Board agreed.

There was consensus that the 911 Emergency Liaison form can be signed, with Eric Dubowik as the primary person.

Town Administrator Branscombe stated that on December 7th, he participated in a review of the Emergency Operations Plan with Jane Hubbard. Also on December 7th, Josif Bicja, Hoyle Tanner Associates, hosted a local concerns meeting at Town Hall to discuss the Tucker Mill and Gregg Mill Bridges. A lack of audience participation and audience via live stream, illustrated that the Town is not getting the message out to residents regarding these projects. More efforts will be made on this public education.

On December 8th, the Finance Committee reviewed updates to the Police/Fire and Highway budgets and discussed the Warrant Articles for 2023. The Committee Chair did not vote in favor of the Operating Budget or the Dougherty Lane Bridge replacement. On the 15th, the Committee heard the School District Budget presentation.

Donna Mombourquette and Jennifer Brown toured the PD to see firsthand the critical needs of the Department. David Litwinovich will set a time for a future visit for himself. Matt Mercier of Acapella Technologies will meet with Jennifer Allocca and himself on December 27th to review the Town's IT needs.

The Joint Loss Safety Committee met on December 15th to review the inspections carried out in 2022 and make plans for facility inspections in 2023. An initial meeting of the Economic Development Committee took place just prior to this Select Board meeting. The group is seeking one more citizen-at-large member. Jennifer Mason started work today as Jennifer Allocca's assistant. Her title is Staff Accountant. A holiday party for the employees will be held on the 21st upstairs in the Town Hall.

Item 11: Health Officer Report

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Town Administrator Branscombe stated that he has completed his training and is now officially the Health Officer for the Town of New Boston. He noted that DHHS is likely coming out with a test kit which will determine whether someone has COVID-19 or the flu.

Item 12: Department Manager Reports: Transfer Station, Recreation, Fire, Highway, Community Development, Police, Building

The Board reviewed the submitted reports and commented on the thoroughness.

Item 13: Select Board Reports: Donna Mombourquette, David Litwinovich, and Jennifer Brown

The Select Board reviewed the submitted reports.

Item 3: Review and Vote On The Proposed Operating Budget
The Board retook this item at this time.

Donna Mombourquette noted that a warrant article will be added for approval of the Community Power Aggregation Plan.

The Board discussed the timeline for the budget and warrant articles. The public bond hearing was moved to January 11, 2023. The public budget hearing will be held on January 17, 2023.

Jennifer Allocca explained that the overall increase is \$1.1M, or 19%, over the past year's operating budget. Much of this increase comes from the Fire Department (\$500,000) and the Highway Department (\$244,000). The Police Department changed a vacant part-time position to a full-time Detective position, at approximately \$18,000. The Fire Department reduced their per diem/nights/weekends line by approximately 20%. This was done at the request of the Finance Committee Chair.

Jennifer Allocca stated that the net operating budget impact is proposed to increase from \$4.54 to \$5.33. This does not include the special warrant articles. Many of the Capital Reserve Funds (CRFs) were proposed to be funded through the unassigned fund balance, in order to avoid a tax impact 2023. The proposed amount to be utilized keeps the unassigned fund balance above the 7% policy, as suggested.

Donna Mombourquette stated that the CRFs are challenging because these will reoccur next year and likely not be funded through the unassigned fund balance. She would prefer using the unassigned fund balance for one-time items. Jennifer Allocca explained that this process was suggested due to extra funding in the unassigned fund balance and to soften the increase. Hopefully next year the Town will be at a better place to fund these CRFs.

The Board stated that it would like to see the final budget numbers before voting on the proposed budget. The Board will address this at its next meeting, along with the proposed warrant articles.

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F. 2nd PUBLIC COMMENT:

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In response to a question from Police Chief Brace, Jennifer Allocca explained that the Board originally proposed to use \$871,845 of the unassigned fund balance to apply to certain budget items. After a change in some of this funding, the amount is now proposed at \$817,921. The unassigned fund balance, prior to this allocation, is \$2.3M, or 11% of the total operating budget. The DRA recommendation is a minimum of 5%. The Town's policy is 7%. Currently, with two weeks of payroll to post, there is approximately \$500,000 left in the budget, so some of this funding may still be added into the unassigned fund balance.

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

G. NON-PUBLIC SESSION RSA 91-A:3 II (a)

Donna Mombourquette moved to enter into Non-Public Session RSA 91-A:3 II (a) at 8:05 pm. Seconded by David Litwinovich.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

David Litwinovich moved to exit Non-Public Session at 8:31 pm. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

H. ADJOURNMENT

David Litwinovich moved to adjourn the meeting at 8:32pm. Seconded by Jennifer Brown.

Roll Call Vote: David Litwinovich – aye; Jennifer Brown – aye; and Donna Mombourquette – aye; 3-0-0 motion carried unanimously.

Respectfully submitted,
Kristan Patenaude

**Next Scheduled Meeting: January 4, 2023 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available**