

TOWN OF NEW BOSTON
New Boston Select Board

December 5, 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 5, 2022 consent agenda.

David Litwinovich moved to approve the December 5, 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.

Karen Scott, 110 Dane Road, stated that she would like to confirm that the Fire Station Committee meetings will be public. She also asked about the minutes from November 27, 2022, meeting, as she has not yet seen them.

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

B. APPOINTMENTS

Item 1: Transfer Station Update – Gerry Cornett

Mr. Cornett stated that certain things cannot be thrown into the dumpsters at the Transfer Station. He has provided the Board with a list of these items. These items are identical to those that are not accepted by many third-party trash collectors in the area. The next phase in this project is to go to transparent/clear bags at the Transfer Station. The proposal is for a three-month roll in of this program to begin in February.

In response to a question from David Litwinovich, Mr. Cornett stated that he is currently is happy with the weight of the 33-gallon and 55-gallon bags. He needs to do more research regarding 13-gallon bags, as they may be too thin. He stated that bag ties will be included with the bags being sold at the Transfer Station.

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Jennifer Brown stated that her primary concern is safety of the employees at the Transfer Station.

Donna Mombourquette asked about the timeline for this program. Mr. Cornett stated that February 1st will begin checking any bags that are not clear/transparent. Clear/transparent bags will be available to residents at the Transfer Station for purchase prior to this date, likely two weeks ahead of time. These will be available in rolls of certain numbers with ties included.

Donna Mombourquette expressed concern regarding the timeline. Jennifer Brown agreed that March 1st might be a better roll out date. Mr. Cornett agreed to this change.

David Litwinovich moved to approve the proposal to put forth by the Solid Waste Advisory Committee and Mr. Cornett, specifying a March 1, 2023, date for a first phase at the Transfer Station where black/solid color bags will be checked by staff, and three months later, on June 1, 2023, a complete switch to semi-transparent/clear bags only at the Transfer Station. 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 2: NH Forest & Lands Volunteer Fire Assistance Grant Approval

Town Administrator Branscombe stated that this is a grant for \$2,499 to purchase personal protective equipment and replace non-working forestry portable pumps. The matching, in-kind funds are through employee work hours.

Donna Mombourquette moved to accept the grant fund from the NH Forest & Lands for \$2,499. Seconded by David Litwinovich.
Roll Call Vote: David Litwinovich – aye; Donna Mombourquette – aye; and Jennifer Brown – aye; 3-0-0 motion carried unanimously.

D. OLD BUSINESS:

Item 3: Approval of Public Meeting Minutes of November 21, 2022

David Litwinovich moved to approve the meeting minutes of November 21, 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.

Item 4: Review and Approve 2023 Select Board Meeting Schedule

The Board reviewed the revised 2023 Select Board meeting schedule. There was unanimous consent to this schedule.

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Item 5: Approval of Amended Select Board Procedures

The Board reviewed the amended Select Board procedures.

Donna Mombourquette explained that a change was made to the Public Comment section, noting that members of the public who wish to speak will sign a Public Comment Speaker list, located at the meeting entrance. This list will identify the speaker and address. A speaker may choose not to speak at any time.

Donna Mombourquette noted that, also, the Consent Agenda, draft minutes, and internal reports will be available for public review in a folder located in the Town Administrator's Office, prior to the upcoming Select Board meeting. Town Administrator Branscombe noted that Manager's Reports are received on the Monday prior to the Board meeting for his review. These can be forwarded to the Select Board and also placed in the folder as well.

David Litwinovich moved to approve the Select Board rules procedures, as amended, dated December 5, 2022. Seconded by Jennifer Brown.

Discussion:

Jennifer Brown asked why there is an included requirement for people to sign into meetings for public comment. Donna Mombourquette stated that this is for the purpose of clarity for the record.

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

E. INTERNAL REPORTS

Item 6: Town Administrator Report

The Board discussed the Boston Post Cane policy. David Litwinovich explained that other towns display it and give it to either the oldest person in Town, or someone who is active in the community. The Board agreed to give this consideration and come back at a later date with a policy proposal by January 4, 2023.

Town Administrator Branscombe stated that no funding has been spent from ARPA aside from the Police Station roof. The Board could propose to use some of the unassigned fund balance in order to offset the tax rate for this year. Jennifer Allocca explained that \$700,000 from the unassigned fund balance would lower the balance to 7%.

Town Administrator stated that there is a recommendation to postpone three warrant articles to 2024. He noted that the Town Hall drainage project was recently estimated at \$477,000. This is now proposed to be postponed, along with the ballfield project and the Bedford Road culvert project, of which the construction will still be funded through a grant.

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Jennifer Allocca stated that she recommends placing \$100,000 into a Contingency Fund.

Regarding the Dougherty Lane bridge, Town Administrator Branscombe stated that there is \$130,000 from a previous article, with another \$217,000 requested. This funding can come from the 2023 Highway Block grant, in order to not request funding from taxpayers. There is enough money in the Capital Reserve Fund to pay for the Town's 20% share of the engineering for the Tucker Mill and Gregg Mill bridges.

Town Administrator Branscombe stated that, on November 28th, he and Kevin Leonard met to discuss the Town Hall drainage project with abutters. The next meeting will discuss a lot line adjustment with the abutter.

Jennifer Allocca explained that, on December 13th, she will hold a meeting with Primex regarding a cyber security assessment for the Town, and potential training.

Town Administrator Branscombe stated that a representative from New York Life met with Department heads to discuss whole life policies. The Department Heads were pleased and will invite a representative to speak with their departments directly.

Town Administrator Branscombe stated that there was a Road Committee meeting on November 30th. He noted that he believes a replacement "No Trucking" sign has been placed on Byam Road.

He explained that the Finance Committee met on December 1st to review a number of budgets.

Item 7: Health Officer Report

Town Administrator Branscombe noted that he has completed half of the modules needed to be the official Health Officer for the Town. There were no reported cases of COVID-19 since the last meeting, but there are a number of other respiratory illnesses passing through the area.

Item 8: Select Board Reports: Donna Mombourquette, David Litwinovich, and Jennifer Brown

The Select Board reviewed the submitted reports.

F. 2nd 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.

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

G. Requests for Non-Public if required

None at this time.

H. ADJOURNMENT

David Litwinovich moved to adjourn the meeting at 7:08pm. 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: December 19, 2022 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available