

July 18, 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.

**PUBLIC HEARING, TEMPORARY TRAILER PERMITS**

**Dean Dezak, Map 4 Lot 2-2** – *The Board tabled this item until the applicant was available*

**Mark Leith, Map 10 Lot 4-1**

Mr. Leith explained that he is building a house on Butterfield Mill Road. Construction is  $\frac{3}{4}$  of the way complete. The plan shows an approved septic, with an RV hookup included. Water, electric, and sewer are already available on the property. Mr. Leith stated that he believes construction will be complete by the spring. The trailer has been on/off for property for approximately two years.

There were no public comments at this time.

Donna Mombourquette noted that permits are only granted for a period of six months, at which time an applicant needs to come back before the Board to request an extension. David Litwinovich suggested that a longer permit could be granted in this case, as a permit granted until the spring could still be considered temporary.

The Board agreed to grant a temporary trailer permit to Mr. Leith for a time period of 12 months.

**Dean Dezak, Map 4 Lot 2-2** – *the Board retook this item*

Mr. Dezak stated that he is building a house on Francestown Road. He recently poured concrete on the site and hopes to have a structure up by the end of the summer. The trailer is hooked up to a State approved septic system on the site. He plans to have construction completed by the end of the winter. The trailer has been on the site for approximately one year.

Christine Page, 519 Francestown Road, asked that the Board look into the Scobie covenant that exists as part of the property in question. She expressed concerns regarding the noise from this construction to her tenants.

Bob Richard, 16 Scobie Road, also expressed concerns regarding the amount of construction noise from this site. He would like to see the construction finished within a reasonable amount of time.

Mr. Dezak stated that he believes he is done excavating on the site, which made the most noise. He does not start working on the site during the weekends until 10am-12pm, out of respect for the neighbors.

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Laurie Matheos, 26 Scobie Road, stated that the noise from excavation on this site has been ongoing for approximately one year. She expressed concern as to when the construction will be complete. She would like to see a schedule for construction.

Sharon Adler, 43 Scobie Road, expressed concern regarding the loud construction noise from the site.

The Board agreed to grant a temporary trailer permit to Mr. Dezak for a time period of 9 months.

The public hearing was closed at 6:25pm.

**Consent Agenda-** The Selectmen reviewed the July 18, 2022 consent agenda.

**David Litwinovich moved to approve the July 18, 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:**

**Item 1:** Kevin Leonard, Northpoint Engineering to discuss Bedford Road & Town Hall Drainage  
Kevin Leonard reviewed that the stream crossing at Bedford Road is a Tier 3 crossing, and a wetland permit will be necessary. He suggested a hydraulic analysis. The road is still passable, and the existing culvert has not yet failed. At a preapplication meeting with DES, an alternate design was discussed. This option includes a 10'x4' box culvert. This would be cheaper than a rigid design, however a passage for aquatic organisms may not be possible. A grant opportunity is available, and he suggested applying to this with a rigid design, with footings, and an open bottom for aquatic passage. If the Town does not receive the grant, other alternatives can be discussed.

In response to a question from Jennifer Brown, Kevin Leonard stated that this work will impact abutters, as it cannot be completed only within the right of way. Abutters will be approached as part of the project.

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**Donna Mombourquette moved to appoint Town Administrator Paul Branscombe responsible for signing the agreement for services with Northpoint Engineering for the Bedford Road culvert. Seconded by David Litwinovich.**

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

Kevin Leonard explained that, regarding the Town Hall drainage issue, a comprehensive boundary survey will be needed, as some of the work is expected outside of the property line. He recommended a waterproof foundation be examined by a professional. The Board noted that more information is needed as to where the water is coming from before it enters the site.

**David Litwinovich moved to appoint Town Administrator Paul Branscombe responsible for signing the agreement for services with Northpoint Engineering for Town Hall drainage improvements. Seconded by Jennifer Brown.**

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

The Board discussed finding a civil engineer to further review the source of water coming down Meetinghouse Hill Road.

**Item 2:** Jennifer Allocca re: Bar Harbor Bank & Trust

Jennifer Allocca explained that the Town currently uses TD Bank. After researching other banks, she is recommending the Town change to Bar Harbor Bank & Trust. She reviewed a number of items available to the Town in switching to Bar Harbor. Town Administrator Branscombe explained that the Town is looking for a smaller community bank to create a relationship with.

The Board agreed that the Town should create an RFP for this item.

**Item 3:** Temporary Trailer Permit Fees

Town Administrator Branscombe explained that these fees have not been increased since 2001. David Litwinovich agreed with increasing these fees and suggested that the Town create a structured review process for all fees.

Donna Mombourquette stated that the fees are proposed as:

Temporary Trailer Permit: increase from \$25 to \$50

Certified Letter Charge: increase from \$5 to \$10

Newspaper Notice Fee: increase from \$52.50 to \$60

**David Litwinovich moved to approve the increase of fees as proposed. Seconded by Jennifer Brown.**

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

**D. OLD BUSINESS:**

**Item 4:** Approval of Public Meeting Minutes of June 27, 2022

**David Litwinovich moved to approve the meeting minutes of June 27, 2022, as amended. Seconded by Jennifer Brown.**

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**APPROVED**

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

## **E. INTERNAL REPORTS**

### **Item 5: Quarterly Expenditure and Revenues**

Town Administrator Branscombe explained that the street lighting rebates are not as high this year, but the savings should compensate for this. The Town could consider using ARPA funds toward increasing fuel costs. Revenues are on target. He noted that there are State surplus funds which will be granted to municipalities for roads and bridges. The State's Highway Block Grant is also available.

### **Item 6: Town Administrator Report**

Town Administrator Paul Branscombe introduced the new Recording Secretary, Kristan Patenaude. He also noted that the Town's Building Inspector, Will Dinsmore, has resigned. Fortunately, the Building Inspector is willing to work one day/week until a new Building Inspector is found. He noted that he reached out to Goffstown regarding considering splitting a Building Inspector 50/50 between the two towns. The Board accepted Will Dinsmore's resignation, with regret.

Town Administrator Paul Branscombe explained that there have not been any bids yet for the Town Hall front steps and ramp. He also noted that he received a request from Bud Scott regarding drainage issues on his property. There are no storm drains in the area of the property. He will examine this issue further.

### **Item 7: Health Officer Report**

Town Administrator Paul Branscombe stated that the first occurrence of monkeypox was noted in New Hampshire on June 29, 2022. He noted that there is concern regarding the new COVID-19 Omicron subvariant. Also, he received one public nuisance complaint regarding free-range chickens on Meetinghouse Hill Road. There are rats entering a neighbor's property. He will speak with the owners regarding caging the chickens.

### **Item 8: Department Manager Reports**

The Board thanked the Departments for submitting these reports.

**Item 9: Select Board Reports:** Donna Mombourquette, David Litwinovich, and Jennifer Brown  
David Litwinovich noted that there will be a Road Committee meeting on August 10, 2022, at 5pm, in Town Hall.

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

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Mark Suennen, 325 Twin Bridge Road, requested information from the Town regarding the warrant article funds previously approved for a couple of bridges. These bridges may now be available for 100% federal funding.

**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 8:02pm. Seconded by Jennifer Brown.**

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

**David Litwinovich moved to exit Non-Public Session at 8:44pm. Seconded by Jennifer Brown.**

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

**H. ADJOURNMENT**

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

**Seconded by Jennifer Brown.**

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

**David Litwinovich moved to adjourn the meeting at 8:45pm. Seconded by Jennifer Brown.**

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

Respectfully submitted,

Kristan Patenaude

Minutes approved: August 1, 2022

**Next Scheduled Meeting: Town Hall Conference Room August 1, 2022 (6:00 PM)**

**7 Meetinghouse Hill Road- New Boston, NH 03070**

**Phone: (603) 487-2500-[www.newbostonnh.gov](http://www.newbostonnh.gov)**

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