

TOWN OF NEW BOSTON  
New Boston Select Board

October 17, 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.

**Consent Agenda-** The Selectmen reviewed the October 17, 2022 consent agenda.

**David Litwinovich moved to approve the October 17, 2022 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Donna Mombourquette.**

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

**B. 1<sup>st</sup> 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.

Susan Hansen, 38 Hutchinson Lane, Vice Chair of the Fire Station Committee, spoke on her own behalf and not as a member of the Committee regarding the recent decision to abandon the proposed safety complex design and move toward a new Fire Station. She explained that the Committee met on September 15<sup>th</sup> to recommend the revised safety complex design. She feels the recent vote to move away from this undermines the community. She stated that the Board Chair was asked to watch a recording of the Committee's meeting and could not be bothered to. She questioned what the point was of having the Committee in the first place if the Chair's mind was already made up. The Committee's due diligence was put in question because it did not inventory all voters in Town regarding the safety complex proposal, but this is outlandish to expect. If the Chair bothered to watch the Committee's meeting, she would have seen that the Committee already brainstormed how to deal with a number of potential concerns, such as the proposed footprint of the building and additional future growth. Ms. Hansen noted that 49% voters approved of a \$7.1M increase, strong indicator that this safety complex proposal was headed in the right direction. She believes that for the Town to say it wants to do one thing one year and then change this the next year is confusing and undermines the process. She suggested that the Town look at Exeter's example for a similar process, for which there is a clear and concise website to answer all questions and show the town's plans. She believes all information for this item should be organized into one place. While she agrees that the Fire Department has needs, she has concerns with the Town moving away from the safety complex proposal.

October 17, 2022

**APPROVED**

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

**C. APPOINTMENTS**

**Item 1: Fire Station Building Committee Update-SMP Architecture and Fire Wards**

Jason LaCombe, SMP Architecture, and Stacy Clark, Turnstone Corporation, addressed the Board.

Donna Mombourquette noted that the original plans from 2018 did not anticipate the staffing changes that have occurred in the last couple of years, such as the expanded need for overnight accommodations. Jason LaCombe stated that the original design was expandable in its scope. The number of beds and support spaces needed were not discussed at that time. The essentials were covered in both designs.

In response to a question from Donna Mombourquette regarding if the mechanical room is required to be located internally to the building, Jason LaCombe stated that the sprinkler room has to accommodate a cistern and, thus, an exterior door.

Jason LaCombe explained that the mechanical room has to include a wet well, with a pump that sits inside it, and a cistern which this is pumped to. This equipment is very large and there will be a need to be able to walk all around it.

Donna Mombourquette explained that the current proposal is to move forward with a Fire Station only at this time, with a potential for expansion at sometime within the next 10 years. The Town is not yet built out. Approximately 200 lots have been approved recently for building, which will likely all be single family units.

Jason LaCombe stated that the proposed site does have limitations. He believes the site was proven to hold a 22,000 s.f. building with associated parking and infrastructure needs. A Fire Station use requires large open paved areas, meaning that this might be the maximum size building that can fit on this site. If other uses with smaller needs were considered, it may be possible to expand to a larger building in the future. Both designs were only completed at schematic level thus far.

Donna Mombourquette asked if this proposed design fits with the approximately \$6.8M figure previously mentioned. Jason LaCombe stated that this number was only based on budget estimates. A good rule of thumb is to increase this number by 10% overall. The site also dictates a one-level building, unless an elevator is put in.

Stacy Clark stated that her company can look at various ways to build a structure if a budget has already been decided on by the Town. Jason LaCombe stated that his company looks at the needs and wants for a project and filters those to determine the true needs for a project on a budget. They will then work with the Committee to determine a design. The intention is to provide the best building based on the budget and still attempt to return money back to the Town.

October 17, 2022

**APPROVED**

Jason LaCombe expressed concern with a strict budget to build under without an initial design. If the budget only allows to build 80% of a building, this only gives the Department 80% of its needs for a building.

Donna Mombourquette asked if the plan shows efficiency in terms of certain items, such as plumbing. Jason LaCombe stated that the proposed residential wing is a self-contained area with individual restrooms and a day room. This day room also doubles as the training room, in order to give efficiencies in cost.

Jason LaCombe stated that there will be green space as part of the design and the building does stay within the zoning regulations for the site.

Donna Mombourquette stated that the challenge is regarding certain size aspects of the building and if all the proposed bathrooms and office spaces can be reduced. The needs versus wants can be difficult to discern. The design will likely need to be modified.

In response to a question from Donna Mombourquette regarding the proposed training room size, it was noted that this space needs to hold at least 40-50 people.

Jason LaCombe asked about modifying the design, the process to do so, and if there is time available for this.

Town Administrator Branscombe expressed concern regarding the timeframe for modifying the design as well.

Donna Mombourquette stated that the design needs to be modified but likely not significantly. Jason LaCombe stated that he would like a list of what the new design must include. There needs to be a list of base requirements. Stacy Clark stated that proposed future expansion will also need to be detailed.

Jason LaCombe asked if the Town likes the design, as proposed, in terms of architectural style. Donna Mombourquette stated that there are people on either side of this issue. Many people do not believe this is affordable for the Town. The design needs to be examined from this side of things in order to get it voted through in the future.

Jennifer Brown suggested that the Board meet with the Committee in order to discuss the decision and determine next steps forward. Donna Mombourquette stated that this meeting could be put together within the next five days.

**D. NEW BUSINESS:**

**Item 2:** Review final Finance Committee Schedule

October 17, 2022

**APPROVED**

Jennifer Allocca stated that the Finance Committee completed a draft schedule and sent it to the Department Heads. The final schedule is being presented at this time.

There were no questions or comments from the Board.

**E. OLD BUSINESS:**

**Item 3:** Approval of Public Meeting Minutes of October 3, 2022 and October 13, 2022

**David Litwinovich moved to approve the meeting minutes of October 3 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 meeting minutes of October 13 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.**

**Item 4:** Decision regarding Banking Services RFP

Jennifer Allocca noted that the extra savings in fees in a couple of places from other banking service providers is likely not worth the increased security the Town would receive through TD Bank. The recommendation is to remain with the incumbent for the Town's banking services.

**Donna Mombourquette moved that TD Bank remain as the Town's banking services provider. Seconded by Jennifer Brown.**

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

**F. INTERNAL REPORTS**

**Item 5:** Town Administrator Report

Town Administrator Branscombe stated that he held a conference call with Town Counsel, Cliff Plourde, Brian Dubreuil, and Jennifer Allocca. This was to discuss items in the proposed Fire Department's Chief of Operations' contract.

Town Administrator Branscombe stated that the Capital Improvement Program Committee met on October 5<sup>th</sup>, the first of three meetings during the month of October. After the introduction of members and election of the Chair, Fred Hayes, informational packets, and future schedules were distributed for the meeting. Gerry Cornett presented details for a Solid Waste Trailer and a Food Waste Composter. Town Administrator Branscombe explained why the GIS Mapping item was removed from the CIP and checked with NHMA regarding the revaluation to see if this is considered a non- capitalizable asset.

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New Boston Select Board

October 17, 2022

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Town Administrator Branscombe stated that he and Jennifer Allocca met with Bob Landry and Julie Whitmore from VHB on October 6<sup>th</sup>, to discuss the Gregg Mill and Tucker Mill bridges from a construction standpoint.

Town Administrator Branscombe stated that the Personnel Policy Committee met with Carol Kilmister from Primex on October 6<sup>th</sup>, to discuss the framework of the current policy and to hear ideas on how to develop a better policy.

Town Administrator Branscombe stated that the Chair of the Building Committee presented the Committee's consensus to the Select Board, which was to move forward with a 'Safety Complex.' The majority of the Select Board are in favor of putting out a warrant article for a Fire Station only in March 2023.

The first candidate for the Economic Development Committee has been identified. Town Administrator Branscombe stated that he will be meeting with Michael Palmer to discuss. The candidate has lived in New Boston for one year. Volunteers remain hard to come by.

**Item 6: Health Officer Report**

Town Administrator Branscombe stated that 2 new cases of COVID-19 have been reported to DHHS since his last report. All are from the Omicron sub-variant. DHHS is recommending everyone get their flu shot by the end of this month.

On October 12<sup>th</sup>, he participated in a webinar on understanding and supporting employee mental health in the workplace. Anxiety and high stress levels are found to be prevalent, and it is up to Managers to recognize the symptoms. He was particularly pleased to hear that having a dog at work is a good stress reliever. Employee resource groups help with behavioral health in the workplace.

Town Administrator Branscombe stated that he had another visit to the property that reportedly is allowing rodents to eat chicken feed. He has contacted Monadnock Pest Control for advice.

**Item 7: Department Manager Reports: Transfer Station, Recreation, Fire, Highway, Community Development, Police, Building**

The Board reviewed the reports and thanked the Department Managers for their efforts.

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

The Select Board reviewed the submitted reports.

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

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Frank Welton, 111 Bog Brook Road, asked if the Town has any plans to draft a build-out plan. Donna Mombourquette noted that the Board cannot entertain questions at this time.

Karen Scott, 110 Dane Road, stated that it is sad that a member from the Safety Committee was present tonight to share her opinion, yet received no acknowledgement or answers to her questions from the Board. Another gentleman present asked a simple question and received no answer. The townspeople elected the Board to answer their questions. She believes there is no transparency from the Board. The Select Board reports are vague with no information.

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

**H. 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 7:12pm. 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 exit Non-Public Session at 8:35pm. 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 seal the Non-Public meeting minutes for five years. 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 8:36pm. 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

TOWN OF NEW BOSTON  
New Boston Select Board

October 17, 2022

**APPROVED**

261  
262  
263  
264  
265

**Next Scheduled Meeting: November 7, 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**