

TOWN OF NEW BOSTON  
New Boston Select Board

October 3, 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 3, 2022 consent agenda.

**David Litwinovich moved to approve the October 3, 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. APPOINTMENTS**

**Item 1:** Dougherty Lane Bridge Update - Josif Bicja

Donna Mombourquette stated that there will be a public hearing on the Dougherty Lane Bridge on December 5, 2022. Abutters and the public will be noticed.

Mr. Bicja noted that, regarding the Gregg Mill and Tucker Mill bridges, approval from the State to move forward with the engineering study was recently received. A draft plan will be prepared within the next week or so. On November 9<sup>th</sup> contractors will be at those bridges to drill into the abutments and subsurface investigations will be completed. Police enforcement will be used to make sure there is no effect on traffic in these areas. These bridges will also be discussed during the public meeting on December 5<sup>th</sup>.

Regarding the Dougherty Land Bridge, Mr. Bicja explained that this bridge has been on the State's red list since 2011. The goal is to address the structurally deficient bridge, to get it off the red list, to minimize construction duration, to minimize cost, to address the bridge scouring, and widen the bridge to provide a total of a 24' lane. This project should have a service life of 75 years. A hydraulic analysis has been completed. Raising the bridge two feet will allow for a

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larger opening for flood control. Construction is slated to begin in July 2023, with final completion expected after September 2023.

In response to a question from Donna Mombourquette regarding expediting the ground survey issue, Mr. Bicia stated that he will require the Town's help it trying to push this item forward. This information was likely completed in the past, but the issue is receiving the information.

**Item 2:** Hamster Wheel Fun Run-Just Keep Running, LLC, Conservation Commission and Rail Trail Committee

Laura Bernard, Conservation Commission, Bill Conley, Hamster Wheel Fun Run, and Louise Robie, Rail Trail Committee, addressed the Board.

Jennifer Brown stated that there is some concern that the area may be left messy and that volunteers will have to clean this up. The Board is suggesting two porta potties placed at either end of the racecourse.

Bill Conley stated that the group has worked to make sure cleanliness was not an issue for this event. The group will work to resolve this item. The event is planned for a 9:00am start on November 5<sup>th</sup>. He noted that volunteers will be available to do a pre- and post-walkthrough of the area to make sure there are no issues.

In response to a question from Laura Bernard, Bill Conley stated that the group provides the trash receptacles and removes them at the end. Laura Bernard noted that her concern is making sure both trash and the receptacles are removed at the end of the event. Receptacles will be placed at the beginning, middle, and end of the course.

**C. NEW BUSINESS:**

None.

**D. OLD BUSINESS:**

**Item 3:** Approval of Public Meeting Minutes of September 19, 2022 and September 26, 2022

**David Litwinovich moved to approve the meeting minutes of September 19, 2022, as written. Seconded by Jennifer Brown.**

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

**David Litwinovich moved to approve the meeting minutes of September 26, 2022, as written. Seconded by Jennifer Brown.**

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

**Item 4:** 100 Thornton Road Trailer

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Jennifer Brown stated that there has not been much progress made on removal of this trailer from the property. The intention is for it to end up at the Transfer Station to deal with the contents at a later time. It is hoped that someone may want the trailer, as is.

**E. INTERNAL REPORTS**

**Item 5: Expenditures & Revenues**

The Board reviewed the current expenditures and revenues.

Town Administrator Branscombe noted that there is 18% left in the Legal budget line, with a number of cases still left to discuss. The Welfare line is over budget at this time.

Donna Mombourquette asked about the overages in the technology line items. It was noted that some of this was due to software, and some was due to phone items.

**Item 6: Town Administrator Report**

Town Administrator Branscombe stated that a Joint Loss Management Committee meeting was held on September 20<sup>th</sup> at the Transfer Station. On October 18<sup>th</sup>, the Committee will inspect the Highway Department garage and the Police Station.

There was a departmental managers meeting on September 21. Tanya Ricker, the new Library Director was introduced to the managers. Employees were selected to participate on the Personnel Policy Committee. A member of Primex will meet with the Committee on Thursday to review recommendations of the formation of the committee.

Town Administrator Branscombe stated that he met with the Highway Department on September 27<sup>th</sup> to announce the new Road Agent Benjamin Knapp. He will be joining the Town on October 30<sup>th</sup>.

The recent Fire Department Committee meeting was postponed. Employee Appreciation Day was a great success. On September 28<sup>th</sup>, representatives from Consolidated Communications participated at the Energy Commission meeting to discuss the future of fiber in Town. Minutes of that meeting should soon be available to address this item. Also on September 28<sup>th</sup>, Town Administrator Branscombe orchestrated a meeting regarding the Town Hall ramp/entranceway and the drainage issues. The entranceway found to the basement will need to be filled up. The drainage situation around the building needs to be handled first before the entranceway can be tackled. A full presentation on this item will be before the Board at a later date.

On September 29<sup>th</sup>, Town Administrator Branscombe and Jennifer Allocca met with representatives from New York Life to discuss life insurance items not connected with the Health Trust. He believes New York Life should contract Department Managers regarding the personal choice for group life, term life, individual life, etc. Donna Mombourquette stated that she would like to be sure whatever is being offered is competitive and at the best rate for

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employees. She would like to see other options for this item examined. Ms. Allocca explained that this is being examined because it would offer better rates for the first responders. This would allow permission for the company to meet with employees and make this offer to them.

Town Administrator Branscombe stated that he attended the Southwest Town Manager's group, on September 29<sup>th</sup>, and was able to report the good state of affairs in New Boston. He also noted that the Chair for the Finance Committee, Mark Suennen, has been chosen. The Town is awaiting the contract back for the new Fire Department Chief of Operations from Town Counsel.

Town Administrator Branscombe stated that, regarding the policy development checklist, an Operating Budget Policy needs to be drafted.

**Item 7: Health Officer Report**

Town Administrator Branscombe stated that three new chapters have been added to the Health officer Handbook: drinking water quality, food safety and inspection warrants to enter private property. There is now easier authority for Health Officers to enter private property for inspections.

He stated that nine more COVID-19 cases were reported to DHHS since his last report. It seems that people are testing positive for COVID-19, while actually only having a strong flu-type bug. People with updated booster shots should be able to handle these sicknesses more easily.

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

The Select Board reviewed the submitted reports.

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

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

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

**David Litwinovich moved to enter Non-Public Session, per RSA 91-A: 3, II, (a) at 7:01pm. Seconded by Jennifer Brown.  
Voting: 3-0-0 motion carried unanimously.**

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**David Litwinovich moved to exit Non-Public Session at 7:38pm. Seconded by Jennifer Brown.**

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

**David Litwinovich moved to offer employees a 3% Cost of Living Adjustment. Seconded by Jennifer Brown.**

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

**David Litwinovich moved to enter Non-Public Session, per RSA 91-A: 3, II, (i) at 7:43pm. Seconded by Jennifer Brown.**

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

**David Litwinovich moved to exit Non-Public Session at 8:55pm. Seconded by Jennifer Brown.**

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

**Donna Mombourquette moved to seal the Non-Public meeting minutes of RSA 91-A: 3, II, (i) for five years. Seconded by Jennifer Brown.**

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

Non-Public Session RSA 91-A: 3, II, (c) was not addressed at this time.

#### **H. ADJOURNMENT**

**Donna Mombourquette moved to adjourn the meeting at 8:56pm. Seconded by Jennifer Brown.**

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

Respectfully submitted,  
Kristan Patenaude

**Next Scheduled Meeting: Town Hall Conference Room October 17, 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**