

Approved

Town of New Boston Selectmen's Meeting May 20, 2019

<u>PRESENT:</u>	Joe Constance	Selectman
	Karen Scott	Selectman
	Christine Quirk	Selectman
	Peter Flynn	Town Administrator

Transfer Station Manager Gerry Cornett, Transfer Station employee Elaine Wells, Planning Coordinator Shannon Silver, Recreation Director Mike Sindoni, David Litwinovich, Bill McFadden, Kaleb Jacob, Sean Hunter and Trudy Nixon of the public were present for all or part of the meeting.

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Joe Constance at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda-The Selectmen signed the consent agenda. Karen moved to approve the consent agenda including appointment of Denis Pinard and Mark Siemiesz to the Road Committee and rate increase for Elaine Wells of \$1.00 per hour due to advanced skill and title of Weighmaster at the Transfer Station. Christine seconded the motion. All were in favor. 3-0

Discussion follow-up:

Karen requested George St. John fill out an application for appointment to the Committee as he was appointed in April without an application.

Transfer Station Manager Gerry Cornett explained that there were previously three state licensed Weighmasters at the Transfer Station but one retired and one is out indefinitely on disability. Gerry was the only remaining Weighmaster. The scales had to be closed while he was on vacation and there was a need for another Weighmaster at the facility. Elaine was then trained and became licensed. She will now have more responsibility at the Transfer Station and is expected to be trained in even more responsibilities. Gerry recognized Elaine for the effort she has put forward while Transfer Station employee Glenn Martin has been out and noted Elaine is a very valuable employee.

B. PUBLIC FORUM:

Joe noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. Anyone with a comment is asked to state their name and address for the record and that comments be respectful and thoughtful. The Board will listen, but public comment is typically not back and forth. If there is any need for extended dialogue a request to be added to the agenda

and supporting documentation should be sent to Peter beforehand. Seeing none, Joe closed the first session of public comment.

C. APPOINTMENTS:

Item 1: Sean Hunter-Presentation of Skating Rink Proposal for Softball Park-Request for Permission to Install: Boy Scout Sean Hunter was present to meet with the Selectmen to discuss his proposal for his Eagle Scout project. He requested permission to build an ice-skating rink at the softball field behind the Town Hall. He plans to fundraise over the summer and purchase a kit online, then schedule with the boys in his troop to set up and maintain the rink, weather permitting. He is not yet sure how much the supplies will cost. His sponsor, Trudy Nixon, was also present and noted she spoke with Recreation Director Mike Sindoni about storing the equipment when not in use. Mike was present and noted storage space is available. He also noted the Recreation Commission discussed this proposal with Sean at their April meeting and the Commission supports the project. The Commission has tried this before at the 4H grounds without success but are looking forward to working with Sean to make this successful. The public is anticipated to welcome this opportunity. The town snowblower or boy scout shoveling could be used to keep the ice clear. Peter contacted the town insurance liability carrier and the 'rink' would be fully covered under the town's liability insurance. The Selectmen supported the proposal. Karen moved to accept Sean Hunter's proposal to build an ice-skating rink on the town softball field. Christine seconded the motion. All were in favor. 3-0

Item 2: Presentation by Shannon Silver and Peter Flynn-Re: Increased Hours and Pay Adjustment for Planning Department Clerk: Planning Coordinator Shannon Silver was present to meet with the Selectmen to request increased hours and a pay adjustment for Planning Clerk Nadine Scholes. Shannon provided details in a memorandum and described the history of the Planning Department, staffing changes and staff structure. She noted the workload has remained consistent over the years with a slight increase over the past three years. These increases are expected to continue based on the economy and land developments in New Boston. She proposes increasing Nadine's hours by seven hours per week, keeping the position in a part time threshold without eligibility for health benefits and to begin compensating Nadine hourly for the ZBA duties she has been doing since her hire without compensation. Joe noted he has been participating on the Planning Board as a member and then as the Selectmen's representative on the Board for a few years and noticed increased workload. Shannon also noted approved projects can take years to complete and the Planning Department works with developers throughout the process confirming each condition of each project is met. The workload and paperwork involved in this position is substantial. Peter reviewed the history of the Planning Department budget noting it decreased a couple years ago due to staffing structure changes and the current budget can handle the proposed changes. Joe and Christine noted they are in favor. Karen requested the total number of full time and part time town employees before deciding. Christine moved to approve the requested additional seven hours per week for the Planning Department Clerk and to increase her pay from \$15.95 to \$17.58 per hour and move from Step 3 to Step 6B. Joe seconded the motion. The motion carried. 2-1

D. OLD BUSINESS:

Item 3: PUBLIC HEARING-Building Permit Fee Adjustments-Requesting Adoption: Joe opened the Public Hearing at 6:17 PM. Peter reported the Selectmen and the Finance Committee asked during the budget process that building permit fees be reviewed to help compensate for the expense of running the Building Department. Peter has been working with the Building Department and Fire Inspector reviewing information from other towns and proposes a modest increase to the fee structure. Two additional inserts in wording regarding the mechanical (propane) inspections were added to the fee structure. They specifically stated that the \$50.00 fee would be for both inside and outside propane inspections with separate fees for each and the other clarification was that a \$10.00 per appliance fee was established. By law, fees can only be used to cover expenses, not generate revenue. Karen moved to approve the building permit fee adjustments as presented. Christine seconded the motion. All were in favor. 3-0. Joe closed the Public Hearing at 6:20 PM.

Item 4: Approval of Public and Non-Public Minutes of May 6, 2019: The Selectmen reviewed the Public minutes of May 6, 2019. Karen moved the Public minutes of May 6, 2019 be accepted as amended. Christine seconded the motion. All were in favor. 3-0. The Selectmen reviewed the Non-Public minutes of May 6, 2019. Karen moved the Non-Public minutes of May 6, 2019 be accepted as presented and sealed for five years. Christine seconded the motion. All were in favor. 3-0.

E. NEW BUSINESS:

Item 5: Bid Award for Sale of Recycling Truck At NBCS: Transfer Station Manager Gerry Cornett was present to review two bids received for the 2002 Isuzu NPR Central School Recycle Van. He recommended the highest bid of \$1,550 be accepted. Christine moved to approve the request to sell the 2002 Isuzu NPR Central School Recycle Van to the highest bidder, Northstar Auto Sales, for \$1,550. Karen seconded the motion. All were in favor. 3-0

F. OTHER BUSINESS:

Item 6: Town Administrators Report:

- Building Permit Revisions: As above.
- Record Retention: A meeting took place May 15. The 2019 budget has approximately \$4,800 left and encumbered funds have been used. Committee Chairman Cathy Strausbaugh is doing a great job keeping the Committee organized and making plans for town records.
- Recreation Commission Bus Shelter: A new installation company provided an estimate for installation to begin in approximately forty-five days.
- Road Committee: The first meeting took place May 7. Some Committee members met with Road Agent Dick Perusse.
- Updating Language On 'Class 6' Road: Peter reviewed and made applicable corrections on the previously adopted 'waiver' document. The Selectmen reviewed and approved the revised document.
 - Mr. LeBlanc recently met with the Selectmen, was satisfied with the document and his wife signed off on behalf of the LLC, to be filed with the Registry of

Deeds.

- Kevin St. John recently met with the Selectmen to request information about the possibility of a driveway on a Class 6 road. He is not ready to sign the paperwork.
- Joe asked about a South Hill Road property where the garage footprint exceeded the original plan and the town was planning to get a waiver of liability from the property owner. Peter will follow up.

Item 9: Selectmen's Reports:

- Joe reported he met with Peter and Planning Coordinator Shannon Silver to discuss the proposed commercial venue permit process discussed at a recent Planning Board meeting. The process is expected to be finalized soon. A landowner made plans to use a property for events without proper approvals. Joe noted it is very important that landowners have proper approvals before making such plans and that the Planning Department and Board is very helpful to anyone going through a Planning process. The Planning Board recently adopted a new fee schedule.
- Joe also reported the Forestry Committee and volunteers planted replacement Christmas trees for damaged trees at the NBCS Christmas Tree farm with very good quality trees ordered from Wisconsin. The Committee will continue to maintain the plot and consider purchasing trees for future years from the Wisconsin vendor.
- The Selectmen received unsigned correspondence regarding the Fire Department. This is a non-issue for the Selectmen and was sent to the Fire Department. Voters denied Selectmen authority over the Fire Department in March. The Fire Wards do not have a meeting scheduled but citizens can call a Fire Wards meeting as Fire Wards are responsible to the citizenry.

G. PUBLIC FORUM:

Kaleb Jacob of Fraser Drive was present and noted he misses attending Fire Ward meetings since they have not been meeting. He has noticed the Fire Wards have only met once since the election and considers this an attempt to disembody that organization. The Fire Ward meetings are regularly scheduled twice a month.

Bill McFadden of Dane Road was present and noted concern about Kevin St. John's request for a driveway on a Class 6 Road as it is also a walking trail entrance. He asked if a sign could be installed to indicate the walking trail access there. The Selectmen are in favor. Bill also asked if Fire Ward concerns should be directed to the Selectmen or the state. Peter and the Selectmen noted these concerns should be brought to the NH Department of Public Safety as the Fire Wards are elected.

Kary Jencks of Scobie Road was present and noted she worked with Planning Coordinator Shannon Silver through the Planning process and found Shannon to be invaluable for the information, guidance and expertise she shared with Kary throughout the process.

Item 8: Possible Non-Public Session per RSA 91-A:3, II(a)(b) and (c): None.

ADJOURNMENT: Christine made a motion to adjourn the meeting at 6:38PM. Karen seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien

Next Scheduled Meeting: Town Hall Conference Room on June 3, 2019 (6:00 PM)
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