

Approved

Town of New Boston Selectmen's Meeting August 17, 2020

<u>PRESENT:</u>	Joe Constance	Selectman
	Karen Scott	Selectman
	David Litwinovich	Selectman
	Peter Flynn	Town Administrator

Recreation Director Mike Sindoni, Town Clerk Kim Colbert, Amy and Victor Parrish, George St. John, Peter Kress, Joyce Arivella, Bill McFadden, Kaleb Jacob and other members 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 reviewed the consent agenda. There was an item to discuss under non-public and approval was deferred to the end of the meeting.

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 approach the podium and state your 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 the Town Administrator beforehand. Seeing none, Joe closed the first session of public comment.

C. APPOINTMENTS:

Item 1: Kim Colbert-Town Clerk-Discussion Re: Dog Forfeiture Fees and Deadlines:

Town Clerk Kim Colbert was present to meet with the Selectmen to discuss options for dog forfeiture fees and deadlines in 2020. Collection of dog license fees is required by state law but has been affected by the pandemic as veterinarian offices were closed, residents have been out of work and other reasons. The Town Clerks have been contacting residents to remind them to license their dogs. They have also been very busy with required procedures for the upcoming elections. They recommend no civil forfeiture fees be charged and registered letters, police and court procedures be waived for 2020. The Selectmen considered options while reviewing documentation Kim provided, applicable state law and the following suggestions from the members of the public that were present:

Victor Parrish of Hopkins Road was present and noted the police officers are already out driving around town and handle other unobligated police related errands, if they stop in at homes of

unregistered dogs a good number of people may subsequently register their dogs. This would avoid the expense of registered letters. He asked how much the license fee is compared to the cost of registered letters. Kim noted the annual dog license fee is \$7.50 and this is similar to the cost of registered letters. The license fee increases when they are not licensed on time, but the town also incurs further expenses collecting them. Victor recommended not throwing good money after bad.

George St. John of Butterfield Mill Road was present and asked if the list of unregistered dogs has rabies vaccination information and if the unregistered dogs are up to date on their vaccinations. Kim noted the records show the majority of the unregistered dogs are up to date on their rabies vaccination. George noted the issue is the license fee. Kim noted many people have indicated they don't know the Town Clerk's office is open.

Karen moved to proceed with civil forfeitures. The motion was not seconded. The motion died. Joe moved to require the Town Clerks to continue to contact residents to register their dogs as required and report back to the Selectmen. David seconded the motion. All were in favor. 3-0

Item 2: Mike Sindoni-Recreation Director-Update on Bus Shelter: Recreation Director Mike Sindoni and George St. John were present to meet with the Selectmen to update them on the bus shelter. Mike began by thanking Karen for assisting with the contact information for Shelters of New England. The Recreation Commission is interested and ready and plans to order a shelter from them this week. It would then be expected to arrive mid-September. George St. John has agreed to assemble the shelter. Location and foundation options were considered. The location had been planned outside the Town Hall, but this area is now being used as a second entrance, the shelter size, leveling requirements, planned Town Hall improvements and snow removal from the area could be an issue. Alternative locations including the Highway Department and NBCS were considered and researched further. Mike will meet with the School Board during their next meeting. Foundation options are expected to require additional costs.

Item 3: Peter Kress-Discussion Re: South Hill Road Issues: Peter Kress of South Hill Road was present to meet with the Selectmen to discuss his concerns with roadwork at South Hill Road. He distributed copies of his remarks to the Selectmen that were read aloud and attached to the minutes. He thanked the Selectmen for considering his concerns.

Joe noted the driving force of the plan and Selectmen action was when South Hill Road residents approached the Selectmen with drainage and erosion on both sides of the road and stormwater management concerns. The town then worked with engineers Tom Miller (retired NH DOT road engineer with thirty-five years of experience) and Town Engineer Kevin Leonard from Northpoint Engineering to design, develop and coordinate a plan that Town Administrator Peter Flynn received late this afternoon. Copies can be provided to anyone interested. Joe noted the pillars of the plan are drainage and erosion on both sides of the road and stormwater management. These are the areas Kevin is an expert and he has worked with the town and Planning Board for over ten years and has done a very good job. Joe and Peter Kress have spoken about Peter's access and egress complaints as Peter says it is not possible, but Joe and Kevin disagree strongly. There is a plan reviewed at the meeting that includes many improvements from the top of the road down, ditching, cleaning culverts, pipes and considerable work around the corner where water has flushed down and brought all kinds of sediment to the

lower part of the road. The town is working with the owner of t/m 13-50 to gain a water easement so water will drain there if a shallow opening is added there to feather the water out to prevent a ravine through his property. Part of the plan is to put 1" stone there to last for a long time, a more permanent solution, in place of the temporary gulley that runs down to Chamberlain Road. There are culverts at the end of Chamberlain Road that are plugged and need to be cleaned out. The initiative for the plan came from the residents that caused the town to get two highly qualified engineers involved that have been implemented.

Peter Flynn noted he received the plan at 4:00 PM today.

Peter Kress noted there was previously no plan.

Joe noted there was a plan to operate under these premises in the plan Peter received today. Further review by the engineer was planned in order to articulate a more clear understanding of the plan.

Peter Kress noted he also met with one of the engineers from Northpoint Engineering who indicated the plan was expected to be provided to the town last week and no work has been done by the engineering firm prior to last week. His concerns of access to his property were reviewed as there has been access to his barn from South Hill Road for two hundred years and he feels the town has no right to take this historical driveway away. He discussed this with one of the town engineers from Northpoint engineering who agreed. He has a working farm and uses this access regularly. He also asked that water flow be reviewed to ensure town funds are spent appropriately. He also noted roadwork was done in this area four years ago when four feet of his land was taken to add culverts and rock, and the current engineering plan is doing the work all over again in the same area. He proposed instead this minor issue could be simply improved by grading the area twice every year.

Karen noted she has visited the area and spoken with residents of the area, Dana McLaughlin, Marilyn Taylor, Peter Kress and Sean Harris. Marilyn drove by and asked what is going on. She understands ditching is needed. She learned there is going to be a culvert installed at t/m 13-54-2-1. She observed a 3-4' ditch/culvert area and noted there are two orange cones warning of the area as two cars cannot pass each other there as one would fall into the culvert hole. She noticed Peter Kress' farm. She understands rock is desired further down the road for drainage near Chamberlain Road. She disagrees with removing access to the barn for drainage and this should be remedied. A suggestion was made of adding railroad ties to the area for barn access, but she feels this is inappropriate. She noted the town has a right of way there, but the town cannot uproot an entire farm. She disagrees with leaving orange cones in the area with no work done to Peter's property of the road for two to three weeks, there are two holes left there as the town has been waiting to receive the pipe needed for the area. The delay is preventing animal feed deliveries and barn access. She asked for a compromise as road improvements/ditching/drainage are needed while also protecting property owners.

David reviewed details of the plan. The town is not currently working on the road pending receipt of materials.

Peter Kress asked water flow to be analyzed as the town does not need to spend tens of thousands of town funds to fix 200-300' of South Hill Road. He was told \$100,000 was spent to fix a nearby area of road. A mountain is being made of a molehill in this circumstance. The spending is inappropriate and should be used for other wonderful things in New Boston. Two years ago, the road crew spent weeks digging up the road putting a ditch on his side of the road, taking four feet of his land, digging down four feet of rock. The current proposal is a repeat of that project. He recommended the concern could be fixed by grading the road twice per year. The South Hill Road residents had come to the Selectmen to discuss a plowing concern not erosion. He noted there is some erosion as normally found on any dirt road.

Joe noted the project will not cost hundreds of thousands of dollars.

Peter Kress noted Joe told him the amount spent on the road, but Joe denied it.

Dana McLaughlin of South Hill Road was present and asked about record keeping of work done on town roads. Joe noted records are not available. Dana noted the only major work done in two hundred years on South Hill Road was done by former Road Agent Dick Perusse two years ago when he reconstructed a nearby road by raising it but then the ditches did not work properly. He noted there were no issues with the road that needed more than grading before the major work was done two years ago. He approves of the work done recently on the ditches and does not expect water to run down the hill.

Joe noted pipes were placed in the road before that project. He has also discussed the road with the grader who said patching was needed most years.

David and Karen will review and discuss the plan with engineers Tom and Kevin for clarification. The Selectmen will then review this again. Copies of the plan are available for all Selectmen.

D. OLD BUSINESS:

Item 4: Revised Budget Review Schedule Recommendation: Peter noted the budget review process has been revised over the years. An additional meeting is recommended for the upcoming budget review season where the Selectmen would meet to review and vote on all budget recommendations prior to the Finance Committee vote where one Selectman would vote as a Finance Committee member. He noted this is done in most towns. The Selectmen agreed to hold this meeting December 7 at 6:00 PM. The January 9 meeting will be corrected.

Item 5: Approval of Public and Non-Public Minutes of July 20, 2020: The Selectmen reviewed the Public minutes of July 20, 2020. Karen moved the Public minutes of July 20, 2020 be accepted as amended. David seconded the motion. All were in favor. 3-0 The Selectmen reviewed the Non-Public minutes of July 20, 2020. There was an item to discuss under non-public and approval was deferred to the end of the meeting.

E. NEW BUSINESS:

Item 6: Acceptance Of: Police Highway Safety Grant-Enforcement Payroll: Peter reported the State awards this grant to the Police Department almost every year to supplement payroll for extra patrols around holidays. There is no matching requirement. Karen moved to approve acceptance of the Police Highway Safety Grant agreement as presented and authorized Peter to sign on behalf of the town. David seconded the motion. All were in favor. 3-0

Flooring Donation at Town Hall-Ken Colbert-\$400.00: Peter reported the Selectmen are required to formally accept any donations according to the town policy. Ken Colbert recently donated \$400 of material and labor to install a carpet in Selectmen's Assistant Laura Bernard's office. This office is looking sharp after it was rearranged to allow for social distancing required during the pandemic. Karen moved to accept Ken Colbert's donation of materials and labor valued at \$400. David seconded the motion. All were in favor. 3-0 The Selectmen thanked Ken.

Bark Mulch Donation for Village Triangle-Jim Dodge-\$320.00: Peter reported Jim Dodge recently donated bark mulch for the village triangle valued at \$320. It looks very nice. Karen moved to accept Jim Dodge's donation of bark mulch for the village triangle valued at \$320. David seconded the motion. All were in favor. 3-0 The Selectmen thanked Jim.

Item 7: First Reading: Proposal to Increase Fees for Solar Inspections: Peter reported Building Inspector Dan Kramer brought a proposal to increase fees for solar inspections. Dan is currently on vacation. Currently there is no requirement for solar permitting. These improvements are occurring often currently. The proposal includes construction and electrical. The electrical portion is currently required to have a permit. The proposal is to combine these into a single solar permit with a \$100 fee. Joe moved the proposal to increase fees for solar inspections to a second reading. Karen seconded the motion. All were in favor. 3-0

F. OTHER BUSINESS:

Item 8: Ten-year Transportation Plan Request From SNHPC: Peter reported the SNHPC brings this to the town annually. It traditionally goes to the Road Agent who then makes recommendations but, as the town does not currently have a Road Agent, it is brought to the Selectmen for informational purposes this year. Planning Coordinator Shannon Silver noted the Planning Board is also aware. They did not note any concerns, but it can be added to the next meeting's agenda for discussion.

Item 9: Acceptance Request to Adopt an Official Organizational Chart: Deferred pending further revisions. This will be updated for Selectmen review.

Item 10: General Discussion Of C.I.P For 2021: David will serve as the Selectmen's representative to the CIP Committee. He was formerly the Planning Board representative to the CIP Committee; Ed Carroll will serve in this capacity. The Committee will begin meeting again soon.

Item 11: Town Administrators Report:

- Recreation Bus Shelter: As above.
- Highway Superintendent Position: This was advertised with a deadline of July 10. Some applications have been received and will be discussed in non-public session.
- Organizational Chart: As above.

- Disposal of Smaller Dump Truck: The town plans to dispose of this truck in a method to earn as much as possible from the sale. Transfer Station Manager Gerry Cornett offered to assist selling it on eBay for this purpose. The Selectmen agreed and asked a document to be prepared listing options for selling equipment as the need occurs to maximize the value of equipment that can be sold.
- Continued Road Paving Plans: Peter noted most of the Lyndeborough Road culvert and paving project has been postponed to 2021 but there has been discussion of preparation for this paving project in 2020. Joe noted locations that have been discussed for paving and repair are portions of Lyndeborough Road, Hooper Hill Road, Bedford Road, Meetinghouse Hill Road and Byam Road using funds from the 2021 paving budget line and Highway Block Grant funds. The town plans to be ready to post RFQ's in January for competitive bids. Underlying materials are not expected to be purchased at that time as the town already has it.
- Highway Safety Committee: Police Chief James Brace is planning a meeting to discuss electric signage. He agreed Bedford Road is a primary location for placement. Joe requested the Committee discuss an area of Riverdale Road and Lull Road owned by a private resident that was used as a bus turnaround in the past. This arrangement is no longer feasible and closed by the property owner.
- Notice of Town Clerk: The Town Clerk has installed a walk-up window outside. The clerks and the public have begun using it with great success.
- Updated Year to Date Expenses and Revenues: Provided.
- Building Department Clerk Position: A New Boston Building Clerk Selection Committee consisting of Peter, Selectmen's Assistant Laura Bernard, Building Inspector Dan Kramer, Fire Inspector Mike Boyle and Interim Building Department Assistant Sheri Moloney will interview four candidates tomorrow morning.
- Broadband Update on Expansion to Remote Areas: Peter reported many in town are interested in this. He has been researching this possibility for its availability in New Boston. Joe noted the Town Clerks have received information on possible grants for this purpose. Peter will check with them tomorrow.
- Future Location of Selectmen's Meetings: Peter discussed this with the Library Director and awaiting an answer from the Library Trustees. The library seems like a preferred location for the Finance Committee meetings as well due to the number of people involved including the Committee members, presenters and the public.
- Slope Drainage Easement on South Hill Road: As above. Peter is working with Town Counsel Bart Mayer for applicable documents to resolve this issue.
- Mowing Project for 2020 (Highway Department): Vendors are overbooked and not available for this task in New Boston at this time. It was not done last year as well.

Item 12: Selectmen's Reports:

David reported the Planning Board is scheduled to meet next week.

G. PUBLIC FORUM:

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end. Anyone with a comment is asked to approach the podium and state your 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 the Town Administrator beforehand.

Kaleb Jacob of Fraser Drive was present and asked if the Recreation Department received the refund for the first bus shelter that was not installed. The Selectmen noted the refund was received.

Seeing no further public comment, Joe closed the second session of public comment.

Item 13: Non-Public-Per RSA 91-A:3, II (a) and (c) Personnel and Legal: Joe moved to enter Non-Public session per RSA 91-A:3II (a) and (c) Personnel and Legal at 7:08 PM. Karen seconded the motion. All were in favor. 3-0 Poll Vote: David-yes, Joe-yes and Karen-yes. The Board then entered non-public session.

Move to exit Non-Public Session: Joe made a motion to exit Non-Public Session at 7:45 PM. David seconded the motion. All were in favor. 3-0

Other Action:

Joe moved to appoint Allen Brown as Interim Road Agent for three months and reform the Permanent Full Time Road Agent Hiring Committee (formerly consisting of only the Road Committee) to include additional members including Planning Coordinator Shannon Silver and Planning Board members Peter Hogan and Mark Suennen (also a member of the Road Committee). David seconded the motion. The motion carried. 2-1 Allen is expected to start tomorrow and will need to complete the new employee orientation and paperwork at the Town Hall before beginning work in this capacity.

Item 14: Non-Public-Per RSA 91-A:3, II (a) and (c) Personnel and Legal: David moved to enter Non-Public session per RSA 91-A:3II (a) and (c) Personnel and Legal at 7:46 PM. Karen seconded the motion. All were in favor. 3-0 Poll Vote: David-yes, Joe-yes and Karen-yes. The Board then entered non-public session.

Move to exit Non-Public Session: Joe made a motion to exit Non-Public Session at 7:58PM. David seconded the motion. All were in favor. 3-0

In closing business, David moved to accept the non-public minutes of July 20, 2020. Karen seconded the motion. All were in favor. 3-0

ADJOURNMENT: Karen moved to adjourn the meeting at 7:58 PM. David seconded the motion. All were in favor. 3-0

Joe moved to seal both #1 and #2 non-public minutes for five years. . Davis seconded. All voted in favor 3-0

Prepared by Maralyn Segien

Next Scheduled Meeting: Town Hall Conference Room on September 21, 2020 (6:00 PM)

7 Meetinghouse Hill Road- New Boston, NH 03070

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