

Approved

Town of New Boston Selectmen's Meeting January 9, 2021

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

Members of the public were present for all or part of the meeting via town hall streams/audio/conference call.

This meeting is being conducted remotely consistent with Governor's Executive Order 2020-04 insuring compliance with RSA 91-A considering COVID-19 circumstances. Due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that the public can access this live meeting by viewing it via a "live-stream" link on the New Boston NH website. Please note that all votes that are taken during this meeting shall be done by roll call vote.

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Joe Constance at 11:00AM beginning with the Pledge of Allegiance.

Consent Agenda-The Selectmen reviewed the January 4, 2021 consent agenda. Karen moved to approve the January 4, 2021 consent agenda including approval of appointment of Stephanie Dubreuil as Assistant Treasurer. David seconded the motion. Poll Vote: Joe-yes, David-yes, and Karen-yes. All were in favor. 3-0

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 call 603-848-5387 to comment as per the rules for live meetings 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.

Announcement of Public Hearing for the 2021 Budget- Monday-January 11, 2021 at 6:00 PM via Zoom and Live Stream with Selectmen's Meeting immediately following for voting

C. APPOINTMENTS:

None.

D. OLD BUSINESS:

Item 1: Approval of Public Minutes of December 7, 2020: The Selectmen reviewed the Public minutes of December 7, 2020. Karen moved the Public minutes of December 7, 2020 be accepted as amended. David seconded the motion. Poll Vote: Joe-yes, David-yes, and Karen-yes. All were in favor. 3-0

Item 2: Report of Year-End Spending and Revenue Report as Of December 31, 2020-Peter Flynn: Peter reported this report is not final as more 2020 bills will be paid in January 2021 before the 2020 books are closed. The Departments and town spending are well within the default budgets due to issues with the Highway Department and decreased spending due to the pandemic. A substantial surplus is anticipated of \$150,000-200,000. Revenues were good especially in the Town Clerk's office and the Building Department who earned more than ever. Unanticipated revenues also came in from COVID-19 grants.

E. NEW BUSINESS:

Item 3: Report Re: Budget Adjustments Since Original Presentations To The Finance Committee: Peter reported the Finance Committee met January 7 where Peter presented his memorandum dated January 4, 2021 of changes made to the municipal budget since the updated budget worksheets dated December 31, 2020 were provided to the Committee. Some minor adjustments are not itemized in the memorandum.

The Selectmen reviewed the proposed \$7,000 Highway Department increase. Peter explained the town had an emergency leadership situation in July causing the hire of an Interim Road Agent at the salary range of the previous Road Agent. The Interim Road Agent performed his duties satisfactorily to the Selectman and the Town Administrator. The Selectmen agreed to advertise for a permanent Road Agent during this time specifying a higher salary range. Applications had been received before this advertisement and including from the Interim Road Agent who then indicated to Peter that he would like that application to be submitted for the permanent full time Road Agent position. Peter will confirm the date this occurred. The Selectmen decided to hire the Interim Road Agent as a permanent Road Agent for two years without specifying salary. Subsequently a Selectman called Peter asking about the salary range and Peter noted it would continue as it had been. Peter considered it further and determined the Road Agent should be paid according to the advertised salary range. He then reviewed the step and grade schedule and found the Road Agent to be Grade 8 Step 14 at \$71,000.

Karen noted it is her opinion this was not done ethically or that the town did not follow hiring procedures and she is against it.

The Selectmen will discuss this at their next meeting.

F. OTHER BUSINESS:

Item 4: Town Administrators Report:

- Continued Road Paving Plans: Planning continues. The Selectmen encumbered funds to allow paving in 2021 and reviewed a quote proposing paving of certain roads.
- Tingley Trust Agreement: Fully executed and delivered effective January 1, 2021.
- Final Budget Review: The Finance Committee completed its final review of the municipal budget and Warrant Articles January 7, 2021. Deliberative Session details were also discussed.
- Consideration of Bonuses for Town Clerk's office personnel and Supervisors of the Checklist: The Town Clerk requested this. Other towns have done this for 2020. This group of people worked a lot of extra time during 2020 and were unable to work from home as many did during the pandemic. This included four federal and local elections. They were also required to attend mandatory Zoom meetings held by the state, sometimes several times per week. They worked nights and weekends and were very diligent. NH was recognized at the federal level for diligence during this time. Peter recommends \$1,000 for each of the three employees of the Town Clerk's office and \$500 for each Supervisor of the Checklist from a \$5,000 grant the Town Clerk's office received that does not support the operating budget. These people are deserving in this unique situation. The Selectmen are in favor. Joe moved the money from the grant be awarded as Peter presented. Karen seconded the motion. Poll Vote: Joe-yes, David-yes, and Karen-yes. All were in favor. 3-0

Item 5: Selectmen's Reports:

Karen reported she sent an e-mail to all about the Road Committee recommendations for a consistent road maintenance schedule to prevent substantial road improvement costs. The Committee plans to meet with Road Agent Allen Brown to review with him. David noted the document was excellent and a great start to move forward. He is interested in participating at the January 13 meeting.

Joe reported the Forestry Committee plans to do field work at the Sherburne and Lydia Dodge Town Forest Lots.

David reported the following:

- The Planning Board meets January 12 to review two-year maintenance, final inspection and off-site road improvement funds with the Town Engineer and the Road Agent. Impact Fees and applicable statutes will be reviewed. A sitewalk will be held for an application for a kennel on Bog Brook Road. Joe asked when and how Impact Fees would be enacted. David noted he recently spoke with Planning Consultant Mark Fougere and learned it may be possible to work with state representatives and the NH Municipal Association to revise legislation regarding the use of Impact Fees which is currently narrow. Implementing Impact Fees in New Boston at this time could be challenging except possibly if NBCS adds an addition or a Fire Station is built. The Planning Board could become more aggressive when approving applications for developments that could strain roads. Joe asked if Impact Fees could be added if NBCS makes major infrastructure improvements to the current building and David noted Impact

Fees cannot be applied to these types of improvements.

- He plans to meet again with Police Chief James Brace and residents including Graham Duck to discuss Graham's concerns discussed at the November 16 Selectmen's meeting.
- David noted the Town Clerks held meetings before the fall elections that were very helpful in explaining how the elections would run. He requested similar meetings be held for the modified Deliberative Session procedures during the pandemic. Peter will address this.

G. 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 second session of public comment.

Item 6: Non-Public-Per RSA 91-A:3, II (a) and (c): Karen moved to enter Non-Public session per RSA 91-A:3II at 11:29 AM. Joe 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 moved to exit Non-Public Session at 11:50AM. seconded the motion. All were in favor. 3-0 Poll Vote: David-yes, Joe-yes and Karen-yes.

ADJOURNMENT: Karen moved to adjourn the meeting at 12:00Noon. David seconded the motion. All were in favor. 3-0 Poll Vote: David-yes, Joe-yes and Karen-yes.

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room on January 11, 2021 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov**