

Approved

Town of New Boston Selectmen's Meeting June 21, 2021

<u>PRESENT:</u>	Karen Scott	Selectman
	David Litwinovich	Selectman
	Donna Mombourquette	Selectman
	Peter Flynn	Town Administrator

Police Chief James Brace, Road Agent Allen Brown, Highway Department Foreman Charlie Byam, Transfer Station Manager Gerry Cornett, Road Committee members Mark Suennen, Mark Debowski, George St. John and Denis Pinard, Bill McFadden, Joyce Arivella, Bruce McKim, Marina Hill, Marti Wolf, Susan Carr, Skye Lyons, Donna Stephens, Jackie and Mitch Larochelle, Kaleb Jacob and three more members of the public were present for all or part of the meeting.

Item 1: Non-Public Per RSA 91-A Appointment with Tax Collector Ann Charbonneau:
Cancelled by Tax Collector Ann Charbonneau pending results of required research.

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

Item 2: Town Administrator Will Moderate the Opening of Tonight's Meeting: He Will Call for Nomination(s) And Vote for Chairman: Peter introduced Donna as the new Selectman. Karen nominated herself as Chairman of the Board. The motion was not seconded and died. Donna nominated David as Chairman of the Board. David seconded the motion. The motion carried. 2-1 David then took over the meeting by welcoming the Board and thanking all involved in the election, the voters, volunteers, town employees and outgoing Selectman Joe Constance.

Consent Agenda- The Selectmen reviewed the June 21, 2021, consent agenda. Donna moved to approve the June 21, 2021, consent agenda including acceptance of \$5,340 grant to the Police Department, reappointment of Wayne Charest as Alternate to the Zoning Board of Adjustment and various state, payroll, Accounts Payable and other signed official documents. The motion was withdrawn as David has not yet reviewed and signed all the documents and requested confirmation of a payroll item for which he does not expect an issue. Karen moved to approve the June 21, 2021, consent agenda including acceptance of \$5,340 grant to the Police Department, reappointment of Wayne Charest as Alternate to the Zoning Board of Adjustment and various state, payroll, Accounts Payable and other signed official documents including items pending David's approval. Donna seconded the motion. All were in favor. 3-0

B. PUBLIC FORUM:

David 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 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.

Kaleb Jacob of Fraser Drive was present and asked the circumstances of departing Chairperson Joe Constance as he turned in his keys and did not attend the May Selectboard meeting or the election. There are rumors he may have thrown his keys at Peter and said he was done. Peter confirmed Joe did not attend the last meeting and may have been out of town during the election.

Seeing no further Public Comment, David closed the first session of public comment.

C. APPOINTMENTS:

Item 3: Marina Hill-Interview for Open Space Committee: Marina Hill was present to meet with the Selectboard as she applied to the Open Space Committee after meeting Committee member David Woodbury last year to discuss a trail near her property. She learned about the Committee, attending a meeting, and found it interesting. Her family recently moved here and appreciate the town's beauty. She is interested in volunteering and helping the town retain open space. She is looking forward to learning about Conservation Easements and plans to begin volunteering with the Committee monitoring trails. Donna moved to appoint Marina Hill as a member of the Open Space Committee for three years. Karen seconded the motion. All were in favor. 3-0 The Selectboard thanked Marina for volunteering.

Item 4: Marti Wolf-Interview for Whipple Free Library Trustee: Marti Wolf was present to meet with the Selectboard as she applied to serve as an Alternate Whipple Free Library Trustee. She moved to town thirty years ago and never had children, the library became her community. She has served on the School Board and as a ballot clerk. The Trustees recently asked her to serve as an Alternate to help with a new strategic plan. She may be able to help with technology needs as well. Kaleb Jacob of Fraser Drive was present and asked why she did not run for election. Marti noted she was not aware there was an opening, and she was dealing with family needs during the pandemic. She has always thought of serving as a Trustee. David noted Marti attended the last Trustee meeting and he looks forward to her serving. Donna moved to appoint Marti Wolf as an Alternate Whipple Free Library Trustee for three years. Karen seconded the motion. All were in favor. 3-0 The Selectboard thanked Marti for volunteering.

Item 5: Road Agent Allen Brown-Gas Pump Emergency: Road Agent Allen Brown was present to meet with the Selectboard to discuss the results of the annual state inspection that occurred June 2. The tanks passed but are twenty-two years old, rotting and not fixable. They have an automatic shutoff if they fail. The Selectboard reviewed the documentation provided. A quote of \$34,170 was obtained for new pumps, a base, alarm, and key system. Additional quotes

are anticipated. The cost will be shared by the Highway, Police and Fire Departments who all use the pumps. Peter recommends the pumps be replaced at this time and funding is available in the budget from the three departments. The project is anticipated to take eight to ten days during which two temporary tanks will be placed to provide fuel to town vehicles. The Selectboard requested as many quotes be obtained as possible along with all documentation. This proposal will be discussed at the July 7 Selectboard meeting and a bid may be awarded at that time. Portable tanks will be placed soon to be filled periodically by Dead River Fuel Company. Transfer Station Manager Gerry Cornett was present and offered use of a tank he has at the Transfer Station if necessary. The Selectboard agreed to authorize Allen to obtain additional quotes for Selectboard review at the July 7 meeting.

The 2021 paving plan was then reviewed in detail. A list of 2021 paving projects and budget was distributed and reviewed.

Karen reported the Road Committee prioritized roads to be paved at their June 9 meeting with the Road Agent, Town Engineer Kevin Leonard, and Rick Charbonneau from Continental Paving. The Road Agent's proposed paving list does not match the list developed at that meeting. There was further discussion regarding spreadsheet discrepancies, including Clark Hill Road, 2nd NH Turnpike and various incorrect road measurements. It was determined that Allen was working off of an old Road Committee spreadsheet that had since been updated. The budget numbers Allen submitted were from old data created in May. Allen was then given another copy of the approved spreadsheet that was formed and discussed at the June 9th Road Committee Meeting that included updated budget numbers. This spreadsheet was created by Mark Debowski, of the Road Committee, after numerous hours of research and studies.

David and Donna noted the lists are similar. The Selectboard appreciates all the work the Road Committee has done.

Allen reported Continental Paving has been working in town preparing for paving. They have completed this work and now awaiting the Selectboard's decision for paving to begin.

Karen reviewed the Road Committee's budget concerns the paving may cost more than anticipated. They want to ensure road are paved appropriately within the budget constraints. Karen explained what the Tier 1 and Tier 2 determination meant and explained how it was created. The purpose was to complete all Tier 1 projects this year, ensuring that the roads were completed and were done within budget. Tier 2 are roads to be addressed if there is extra money left over and we can ensure that we continue to remain within budget constraints. The road committee is trying to prioritize the worst roads, have them completed appropriately, and ensure that the taxpayer's get the most for their \$1million paving budget.

Road Committee Vice Chairman Denis Pinard and members Mark Debowski, George St. John and Mark Suennen were present and discussed the importance of ensuring topcoats are placed in a timely manner on roads that receive basecoat to prevent deterioration. The Committee has spent many hours planning a three-year paving schedule and plans to continue reviewing and updating road prioritization as needed. Mark Suennen noted the Committee excluded a road from 2021 paving as it was part of a detour for the Lyndeborough Road bridge project and recommend the Selectboard delay paving Lyndeborough Road to 2022 pending completion of

the bridge project if funding is available. The bridge project controls the Lyndeborough Road paving schedule. Bids are due for the Lyndeborough Road bridge project June 24. This project has been planned for years and voters approved the needed funding.

Allen asked if Continental Paving should be asked to grind the Lyndeborough Road bridge area now as the grinder will be in the area, this will prevent the need for the Highway Department to take the asphalt out in pieces and dispose of them. George recommends grinding now.

David moved to ask the Road Agent to follow the schedule prepared by the Road Committee and use discretion to do a short section provided things pass and the time frame is correct on Lyndeborough Road as requested. Donna seconded the motion. All were in favor. 3-0 The document will be attached to the minutes.

Jackie Larochelle of McCurdy Road was present and asked the status of McCurdy Road near Carriage Road as she is concerned about an area where culverts were replaced last week that is barely passable. Allen noted the culverts were worked on last week and the area is hoped to be paved this year, if not, patching will occur to make the road passable.

Karen requested the paving schedule be prepared and posted for citizens. She noted the town engineer needs some information as spot asphalt inspections may be needed during paving to ensure pavement quality. An e-mail was distributed and reviewed sent from Town Engineer Kevin Leonard today to Karen requesting more information to provide a quote for inspections.

Allen noted former Goffstown Road Agent who is now the Town Administrator explained to him the process Goffstown uses to ensure asphalt quality.

Mark Suennen reviewed inspection options such as those used for subdivision roads and those used by NH DOT, but in this case spot surprise inspections of DOT quality are anticipated, and suggested Kevin be requested for a quote for up to four inspections. He recommended not delaying Continental Paving, he prefers the paving budget be used for paving, recommends some inspections for quality, and wants town roads to last for many years. He has spoken with Kevin, will review the e-mail Karen received and contact Peter. Peter will contact Kevin tomorrow.

Transfer Station Manager Gerry Cornett noted he worked in the industry for years and recommended Continental Paving be asked to take a sample from each batch be checked for quality at a lower cost compared to the cost of the proposed inspections.

Mark Debowski noted material testing is good and on-site inspections are important. He estimates inspections to cost approximately \$10,000 and is money well spent compared to the \$1 million paving budget.

The Selectboard considered delaying paving. Allen is concerned paving could be delayed too long and not occur as happened last year.

Denis recommended not waiting. He reviewed the history of the Road Committee who have reviewed the paving budget and poor condition of town roads. Mark Debowski assessed all paved roads according to standard practices of evaluating paved roads from the American

Society of Testing Materials, ASTM-D-6433 revised in 2020 and provided an analysis. The Committee is working to prepare a long-term plan for road paving and maintenance, not telling the Road Agent what to do. The Committee will seek estimated costs of paving and maintenance and bring the information to voters.

David recommended allowing Continental Paving to begin paving as soon as possible and the Selectboard review the town engineer's inspection quote at the July 7 meeting.

Allen noted paving could be complete by July 17. The Highway Department can take core samples for testing during the paving process. Tomorrow a warning will be posted on the town website and the Highway Department will post roads to inform residents paving will occur. Peter and Allen will work with Continental Paving to prepare a paving schedule to be posted on the town website. Nixle notification will be considered.

David moved the Road Agent and Continental Paving begin the paving process this week and clarify random testing with Town Engineer Kevin Leonard not to exceed \$20,000 for at least four days of inspections. Karen seconded the motion. All were in favor. 3-0 The Selectmen thanked the Road Agent and Road Committee.

D. OLD BUSINESS:

Item 6: Jason Lyons Request to Purchase Town Owned Land Update-Peter Flynn: Peter reported Jason Lyons met with the Selectboard at the May 17 meeting with a request to purchase a .02-acre parcel of vacant town owned land at Map 8 Lot 68 that has no town function and abuts his property at 143 Bedford Road. Peter has been researching this lot per Selectboard request. A further communication subsequently came in about this property. Peter viewed the area and noticed the land had been disturbed at which time Jason admitted he did disturb it and apologized. Peter recommends the Board consider selling the land to Jason and Skye Lyons for approximately \$500 plus all fees involved with selling the property. It is assessed at approximately \$100. Skye requested an itemized justification of the sale price. The Selectboard asked if abutters were contacted about the potential sale. Peter noted there is no abutter notification requirement, but they seem to be aware of this potential sale. A neighbor contacted Peter prior to his notification of abutters. Skye Lyons was present and noted there is a neighbor objecting to the sale who is not an abutter. She noted the land is inaccessible without crossing the land she owns on Bedford Road. Donna asked if the north side abutter is a buildable lot and if it would affect building on the north side abutter's property. Skye noted her mother Donna Stevens has tried to contact the abutter several times without a response. David moved to direct Peter to attempt to contact the abutter by certified mail with a response deadline and bring this information to the Selectboard at the July 7 Selectboard meeting. Donna seconded the motion. All were in favor. 3-0

Item 7: Approval of Public and Non-Public Minutes of May 17, 2021, Non-Public of April 19, 2021, and Deliberative Session Minutes of May 3, 2021: The Selectmen reviewed the public minutes of May 17, 2021. Karen moved the public minutes of May 17, 2021, be accepted as presented. David seconded the motion. The motion carried. 2-0-1 Donna abstained. The Selectmen reviewed the Non-Public minutes of April 19, 2021. Karen moved the Non-Public minutes of April 19, 2021, be accepted as amended. David seconded the motion.

The motion carried. 2-0-1 Donna abstained. The Selectmen reviewed the Non-Public minutes of May 17, 2021. Karen moved the Non-Public minutes of May 17, 2021, be accepted as presented and sealed five years. David seconded the motion. The motion carried. 2-0-1 Donna abstained. The Selectmen reviewed the Deliberative Session minutes of May 3, 2021. Karen moved the Deliberative Session minutes of May 17, 2021, be accepted as amended. David seconded the motion. The motion carried. 2-0-1 Donna abstained. The Moderator has final approval of the Deliberative Session minutes.

E. NEW BUSINESS:

Item 8: Recommendation for Disposal Of ‘Out of Service’ Fire Truck: Peter reported the town purchased this fire truck, formerly from Londonderry, five years ago to be available to respond to calls from the Hilltop Station according to insurance requirements. The town purchased a new fire truck recently for Central Station and the former Central Station fire truck was moved to Hilltop Station. The other Hilltop Station fire truck was put out to bid and received a bid of \$4,600. Fire Chief Dan MacDonald recommends the Selectboard approve the bid. Donna moved to accept the bid of \$4,600 to dispose of old engine 5. Karen seconded the motion. Discussion: These funds will go to the general fund. All were in favor. 3-0

Item 9: Selectmen’s Representative to Various Boards and Committees: The Selectboard reviewed a list of committees on which they would serve as ex-officio members. David will serve as Selectmen’s Representative to the Planning Board and Highway Safety Committee, Karen will serve as Selectmen’s Representative to the CIP and Road Committees and Donna will serve as Selectmen’s Representative to the Finance Committee and Solid Waste Committee.

Item 9: Official Acceptance of Resignation-Read by Chair: Peter read his resignation announcement aloud. David moved to accept Peter’s resignation with regret and appreciation of his years of service to the town. Donna seconded the motion. All were in favor. 3-0 Peter reported he is not retiring but has accepted a position as Family Services Director in Hooksett with a maximum of twenty hours per week. He has been working consecutively since he was seventeen years old and would like to take these future years as an opportunity to work part-time and enjoy time with his wife. All present wished him the best in his new endeavor. July 9 will be Peter’s last day as Town Administrator in New Boston.

Item 11: Discussion Pertaining to Hiring Process for Town Administrator: The Selectboard reviewed a proposal for hiring a replacement Town Administrator including forming a committee to review applications, interview candidates then make a recommendation to the Selectboard for second interviews then the Selectboard will make a final offer contingent upon a background check and employment requirements. The Selectboard reviewed a sample advertisement, salary range and job description.

David recommended the committee be formed to review these documents, develop a hiring process, and send out an advertisement. Town employees would be in charge in the interim when Peter is gone.

Donna agreed with most of what David said but advertising should begin this week. She does not want to rush the decision, but an Interim Town Administrator may be needed.

Karen agreed advertising should begin this week and a committee should be formed to evaluate documents and candidates and bring finalists to the Selectboard.

Peter noted Department Managers can run their departments, but a person needs to be in charge.

The Selectboard agreed to hold a meeting to discuss hiring committee formation July 2 at 2:00 PM. Each will bring a list of six names of people to serve on the committee for consideration. They will also determine who will be the Interim Town Administrator. The Selectboard agreed to begin advertising the position this week and resumes will be accepted until July 23. The position will be advertised on the NH Municipal Association website, the Union Leader, and other publications and at colleges that may have a municipal training program. Kaleb Jacob of Fraser Drive was present and noted he also been attempting to hire for his company and recommends advertising the position on ZipRecruiter and Indeed to prevent delay.

F. OTHER BUSINESS:

Item 12: Update Year to Date Expenditures and Revenues: Peter reported the voters approved the Operating Budget. Current budget documentation was provided to the Selectboard showing 65% of the funds are available and unspent in 2021. Revenues are going well. This report does not include Warrant Articles, many of which were approved by voters in 2021.

Item 13: Town Administrators Report:

- Continued Road Paving Plans: As above.
- Energy Commission Report: A bid request for LED streetlighting passed by voters will go out before July 9. Eversource is also proceeding with lighting improvements in three town buildings as approved by the Selectboard at the April 19 meeting.
- Third Month of Department Managers' Reports: Provided.
- Follansbee Forest Timber Cut: The Forestry Committee awarded this bid as they are supervisors of the property.
- Year-To-Date Expenses and Revenues: As above.
- Lyndeborough Road Culvert/Bridge Project: As above.

Item 14: Town Department Managers Monthly Reports: Peter provided documentation to the Selectboard from the Department Managers.

Item 15: Selectmen's Reports:

David reported the Planning Board will hold its first in-person meeting tomorrow.

Peter reported he recently attended a NH DOT training and received a certificate. This occurred prior to his knowledge he would resign but cannot benefit the town. He encourages the town to send another townsperson to the training that could benefit town groups such as the Rail Trail.

Karen reported 91a requests have come into the town, one pertaining to Fire Ward attendance needs to be forwarded to the Fire Wards. Peter noted this information is available on the town website and did verbalize the request to Fire Ward and Fire Chief Dan MacDonald. He will
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officially forward the request to the Fire Wards.

Karen reported the Road Committee will meet July 21.

Donna reported she is reviewing broadband legislation and requests a committee take this on such as the Energy Committee. Peter discussed this possibility with committee member Roger Dignard. He also discussed it with Department Managers last week and meetings with Comcast are planned. Matching funds and grants may be available. Citizens may also be interested in helping.

G. PUBLIC FORUM:

David 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 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.

Bill McFadden of Dane Road asked if there is a list of Comcast lines in town as they have a license to operate in town. Peter noted he does not have the list, but it may be available to obtain. He also asked about a public building that needs maintenance. Peter noted Bill brought information to him about work that needs to be done on the Mill Street side of Central Station and the Fire Department began working on it this week. Peter will follow up on the status.

Kaleb Jacob of Fraser Drive thanked Peter for his service to the New Boston noting he has enjoyed working with him and wishes him well in his future endeavors. Kaleb also noted he has attended Selectboard meetings for approximately five years and noticed that Karen is the most prepared Selectman he has observed, she deserved to be Chairman and he is disappointed in the other Selectmen for not giving her the chance. Karen thanked him.

Seeing no further Public Comment, David closed the second session of public comment.

Item 16: Non-Public-Per RSA 91-A:3, II(a)(b)(c) Personnel/Legal: David moved to enter Non-Public session per RSA 91-A:3II at 8:14PM. Karen seconded the motion. All were in favor. 3-0 Poll Vote: David-yes, Donna-yes, and Karen-yes. The Board then entered non-public session.

Move to exit Non-Public Session: David moved to exit Non-Public Session at 9:07PM. Karen seconded the motion. All were in favor. 3-0 Poll Vote: David-yes, Donna-yes, and Karen-yes.

ADJOURNMENT: David moved to adjourn the meeting at 9:08PM. Karen seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien

Next Scheduled Meeting: Town Hall Conference Room on July 2, 2021 (2:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available