

# Approved

## Town of New Boston Selectmen's Meeting July 19, 2021

<b><u>PRESENT:</u></b>	Karen Scott	Selectman
	David Litwinovich	Selectman
	Donna Mombourquette	Selectman
	James Brace	Interim Town Administrator

Recreation Director Mike Sindoni, Road Agent Allen Brown, Transfer Station Manager Gerry Cornett, Brad Bingham, Bill McFadden, Joyce Arivella, Kaleb Jacob, Historical Society member Dave Woodbury, Finance Director Jennifer Allocca, Historical Society member and Fire Ward Dick Moody, Betsy Moody, Fire Department member Derek Danis, Fire Ward Brandon Merron, and Tania and Kailyn Emerson of the public 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 David Litwinovich at 6:00PM beginning with the Pledge of Allegiance.

**Consent Agenda-** The Selectmen reviewed the July 19, 2021 consent agenda. Karen moved to approve the July 19, 2021 consent agenda including payroll, Accounts Payable and other signed official documents. Donna seconded the motion. All were in favor. 3-0

**Approval of Public Minutes of July 2, 2021:** The Selectmen reviewed the Public minutes of July 2, 2021. Karen moved the Public minutes of July 2, 2021 be accepted as presented. 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. Seeing none, David closed the first session of public comment.

### **C. APPOINTMENTS:**

**Item 1: Bench Donation-Tania Emerson:** Tania and Kailyn Emerson were present to meet with the Selectboard to donate a bench to the town, earned through the collaboration of approximately fifty residents who participated in recycling 2,500 pounds of plastic. It is a Trex bench with a twenty-year warranty to be placed anywhere in town as determined by the Selectboard with coordination with the Recreation Department. It is anticipated for delivery in

October. Donna moved to accept the bench donation as presented. Karen seconded the motion. All were in favor. 3-0

**Item 2: New Boston High School Bell Donation-David Woodbury:** Historical Society member David Woodbury was present to meet with the Selectboard to discuss possible locations for the New Boston High School bell that has been restored and currently housed at the Historical Society. He reviewed the history of the bell and its former location noting when the New Boston High School was constructed after the great fire of 1887 it was equipped with a utilitarian bell that was used until the building was torn down in 1967. The bell was then installed in the new fire station built on the parcel, but it was inappropriate for that location. It then went to George St. John's house and is now at the Historical Society in excellent condition. The Historical Society does not own the bell and it is unknown who does. The Historical Society contacted the School District and the Selectboard for resolution. Historical Society member Dick Moody was also present and noted the bell looks nice on the platform built by Tony Hall, makes a lot of noise and is designed to be outside. He suggested removing the clapper and installing it at a location such as near the Smoky Bear sign where it originally was, or another area. He has seen historical bells displayed in many ways in other towns with protection such as a cupola or set on a granite block, but these will cost money to construct. Karen suggested the bell could be installed in front of the current fire station or the Historical Society. Donna agreed and suggested the New Boston Beacon could become involved with a community survey for an appropriate location. David requested a list of potential locations such as the Historical Society, Fire Department, School district, Town Hall or the Town Common. The School Board Chairman noted to him it would be discussed. Interim Town Administrator Jim Brace will discuss it with School Board member Wendy Lambert and the Fire Association. Fire Ward Brandon Merron noted a possible Fire Department location can be discussed at the next Association meeting and suggested his company could fabricate a metal enclosure for it if needed. The Selectboard thanked the Historical Society for restoring the bell and bringing this matter forward.

**Item 3: PandaDoc E-signature Proposal-Jennifer Allocca:** Finance Director Jennifer Allocca was present to meet with the Selectboard to discuss a proposal to begin using a software system for e-signatures to eliminate paper for documents such as new employee paperwork, I-9's, and payroll/AP Warrants. The SAU/School District currently uses PandaDoc. Jennifer learned it is a free account with unlimited amounts of documents that can be signed and can be accessed by any electronic device anytime. It is legal as long as all parties agree, easy to use, includes an audit trail of logins and signatures and all necessary documents can be attached. She distributed information comparing similar software programs such as DocuSign that has no free option costing \$1,000-1,500 per month. New Boston could begin using PandaDoc for a few documents and then expand to be used in more departments in the future. The Selectboard asked if the program security has been vetted, this is included in the information provided. New Boston IT Contractor Twin Bridge Services will review the program before implementation to ensure it is safe. The SAU has found it to be very user friendly. Documents will be saved electronically eliminating the costs of printing and scanning. A possible procedure for utilization was reviewed. Jim noted he researched the program and learned it is free but if different levels of the program are used there are fees. He also researched competitors who all charge fees to the user. He suggested the Selectboard may consider how a software system for signatures would be used and if the town wants to begin using it on a trial basis to be prepared in case another government

shutdown occurs such as during the pandemic. He researched pros and cons of PandaDoc and its competitors and noted audit trails are a strength with PandaDoc and important for town government. Jennifer will prepare a test document for the Selectboard to try to see how they like it. She will present an update at the next Selectboard meeting.

#### **D. NEW BUSINESS:**

**Item 4: Employee Appreciation Cookout:** Jim reported the annual employee appreciation cookout was not held last year due to the pandemic, but he suggested three dates and potential locations for a cookout this year. Selectboard Assistant Laura Bernard has agreed to do the shopping needed. He suggested beginning at 11:00 or 11:30 to allow as many town employees to attend as possible. The Selectboard agreed to hold the employee appreciation cookout September 1 at 11:00 on the town common weather permitting, alternate location the fire station for cover from inclement weather. Donna, Jim and Recreation Director Mike Sindoni offered to cook, the Recreation Department and Fire Department offered grills and Laura will shop.

#### **E. OLD BUSINESS:**

**Item 5: Paving Update-Allen Brown:** Road Agent Allen Brown was present to meet with the Selectboard to update them on paving progress. He noted things are going well, reclaim and paving has been done on Parker Road, Hooper Hill Road, Meetinghouse Hill Road, Cemetery Road and Greenfield Road and these roads have held up very well through the recent rainstorms. Tuesday, Wednesday and Thursday this week, weather permitting, Hooper Hill Road will get shim and overlay, Bog Brook Road will get topcoat, Old Coach Road will get shim and overlay, and a portion of Bedford Road will get shim and overlay. He plans to then analyze the bills to determine the paving budget remaining to plan any further paving. \$275,000 has been billed so far for basework. Allen states he will have up-to-date billing information tomorrow, not including what was done in the last few days as he is meeting with Alan from Continental. Beginning of next week we should have cost-to-date figures. A twenty-ton difference has been estimated for all roads, so the original estimate was very close. He gets slips daily to keep track of the budget and tonnage. Karen requested the cost per road and Allen noted this can be done. Paving was done at Lyndeborough Road at the Lee Murray bridge only as part of Greenfield Road with reclaiming at both ends with the remainder of this area to be included in the next paving session. 2<sup>nd</sup> NH Turnpike and the McCurdy culvert crossing patching will be done by the Highway Department, not Continental Paving. Allen also thanked John and Jake Neville for their donation allowing the Highway Department to borrow their sweeper to clean up mud left in the downtown area this weekend after a storm. Jim noted he met with Northpoint Engineering who will take core samples to analyze paving quality. This information will then be submitted in one report. Karen asked if there would be discussion on the issue of top-coat. David agreed. Allen noted a topcoat will be done next season to prevent damage as the basecoat will shift through the winter. He will request an estimate of this cost, anticipated at approximately \$190,000. Karen asked that the \$190,000 be encumbered to next year to ensure that the funds are available to complete the roads that were paved this year so that we don't run into the same problems we are running into on Old Coach Road and Bedford Road. Allen prefers using the funds available for paving this year and preparing a budget voters can support to continue paving town roads. Karen noted newly paved Greenfield Road, Cemetery Road and Hooper Hill Roads have sustained damage due to the recent rainstorms and she is concerned the base is

compromised. Allen noted these are undermined in small areas but will be filled. Both agreed a lot of work needs to be done. Allen anticipates all paving bills will be received by the next Selectboard meeting. They can then be analyzed to determine if funds are available to pave additional roads. Allen will bring this information to Jim and the Select board as soon as it is received. Paving will be done weather permitting.

**Gas Pump Purchase-Cost Estimates:** The original pumps were installed by Mario Pelletier twenty-two years ago and he has been maintaining them over the years. The Selectboard reviewed the three quotes obtained since this was discussed at the June 21 and July 7 meetings. Donna asked Allen about the two quotes that were the highest and it appeared they were replacing the tanks. Allen stated that he did not know why there was such a discrepancy. There was then discussion regarding the proposals and what they provided. Karen noted she contacted the vendors to discuss the quotes. She reviewed revised quotes for new pumps and plumbing to be installed according to new NH DES regulations. According to vendors, if the concrete was broken, then the new guidelines will have to be adhered to. There is no grandfathering clause to this issue. Additionally, because of the potential changes, a DES Engineered drawing would be required. Allen noted he spoke to Mario Pelletier and learned with his proposal the new NH DES guidelines would not apply. The Selectboard requested Allen contact all three vendors to prepare quotes for both options to be discussed at a future Selectboard meeting. Allen will bring the information to Jim who will bring it to the Selectboard. Karen has been obtaining information and will give any information received to Allen.

**Permazyne and Culverts Update:** The Selectboard previously requested the results of the Beard Road sieve test and list of culverts. Sieve Test was completed on Beard Road 200' from the start of Beard Road on the Route 77 end.

Allen provided a list of culverts that have been addressed and noted more are planned for repair, but he is unsure when this will occur. The list was reviewed.

The sieve test will be used when Permazyne is tested. The Selectboard asked for more information on this proposed project by the next meeting.

**Item 6: Recreation Building-Roof/Leak-Mike Sindoni:** Recreation Department Mike Sindoni was present to meet with the Selectboard as a leak was recently discovered at the Old Engine House in his office. It was patched in the past, but the issue is now exacerbated by the recent rainstorms. George St. John is planned to repair the outside as authorized by former Town Administrator Peter Flynn but the inside needs to be addressed for mold, especially in the wall where an electrical outlet is also located. Jim reviewed and photographed the area today. He suggested George prepare a quote to repair the ceiling and wall on the basis of health for Mike and others who use the building including senior citizens and children. A bid request can be put out if necessary. The town hall dehumidifier is on loan to the Recreation Department, but moisture has gathered in the town hall. David offered to loan a dehumidifier to the town for a few months. Donna moved to approve the repair without delay. Karen seconded the motion. All were in favor. 3-0

**Item 7: Financials Update, Warrant Expenses, Year To Date Revenues, Expenses:** Documentation provided. Jim reported departments are running within budget with 54-55%

expended. A chart of Warrant Article related expenses was provided. Invoice and due dates as noted in the Accounts Payable BMSI software were discussed.

#### **F. OTHER BUSINESS:**

**Item 8: Town Administrators Report:** Jim noted last week was his first week serving as Interim Town Administrator. He thanked the Selectboard for their confidence in this appointment.

He reviewed his progress and department requests received over the past week including a request from Transfer Station Manager Gerry Cornett to bring a department vehicle home to use when responding to Transfer Station emergencies during off hours. He was present and explained situations when this would occur, two occurred this past weekend, six total in 2021. It is his usual practice to bring it home when snow events are predicted. Karen asked about the policy and past practice. Jim noted a former Road Agent brought a department vehicle to his Manchester residence after several years of employment and a similar discussion. Gerry noted he has first tier responsibility at the Transfer Station as a department manager. Brad Bingham of Byam Road was present and asked about the town policy for business/personal mile reporting requirements for tax purposes as he does with a company vehicle. David moved to authorize Transfer Station Manager Gerry Cornett's department vehicle use as requested and direct Jim to research the tax reporting issue and create a policy. Donna seconded the motion. Discussion: This should be two separate motions. David withdrew the motion. David moved to authorize Transfer Station Manager Gerry Cornett's department vehicle use as requested. Donna seconded the motion. The motion carried. 2-1 David moved to direct Jim to research the tax reporting issue and create a policy. Donna seconded the motion. All were in favor. 3-0

Fuel quotes are being researched as directed by the Selectboard. These will be brought to the Selectboard. The town currently uses Putnam Fuel for heating oil and Dead River Company for propane.

#### **Item 9: Selectmen's Reports:**

Karen reported the Road Committee will meet July 21.

Fire Ward Brandon Merron was present per the Selectboard's request to discuss the plan for the fire station committee approved by voters. Nine members with individual expertise are on the committee including Brandon Merron, Derek Danis, Brad Bingham, Joyce and Frank Welton, Ken Lombard, Cassie Mullen, Susan Hansen and David serving as the Selectboard representative. These members were not on the previous design committee. Brandon and Derek were helping promote the previous design in prior years. This committee consists of new members and was formed according to the Warrant Article. The first meeting is July 26 at the library. The current plan is to prepare a Warrant Article for 2022. The public will be informed through a website that is up and running ([newbostonfirestation.com](http://newbostonfirestation.com)), several question-and-answer forums and an open house at the current fire station. Public input is anticipated throughout the process. The committee will review the prior building design and request a redesign along with review of the 3.2-acre parcel proposed for the building on Mont Vernon Road. Conceptual design proposals from new design engineers will be reviewed. A survey will

go out to the current Fire Association members. The goal is December 1 to interview potential design engineers to select a vendor and get a quote for a 2022 Warrant Article. Kevin Leonard will serve as the civil engineer. The Committee will tour other fire stations for pros and cons. Periodic updates to the Selectboard are anticipated. The former design may be outdated as it was designed in 2007 for a call department but per diem/part time department members may soon be needed as calls have increased to almost 700 calls per year. Most call departments make the shift to per diem/part time at 500 calls per year. There are ideas for moving the area previously planned for the building and drainage, more information is pending a meeting with the civil engineer. Karen noted many residents have approached her about the possibility of a safety complex including a Police Department. The new fire station had failed four years with voters and a Warrant Article to repair the Police Department also failed in 2021. She suggested addressing what is best for the entire town with a safety complex. Brandon noted this was discussed in the past, but the Police Department facility was considered sufficient until 2021. Donna noted the safety complex conversation needs to be had at a time when more facts are gathered. She also hears the question, and it has not been answered satisfactorily for residents. David questioned if a safety complex would be supported and suggested this conversation should begin with the Committee. Brandon noted he has been researching the pros and cons of a safety complex and has learned it is two building facilities attached with not shared areas or infrastructure and the cost and proposed location could be prohibitive in New Boston as a growing community. He noted safety complexes seem to work in larger established communities. The 2021 Warrant Article was for a fire station design, but the conversation can be had. The discussion will begin at the July 26 meeting, a Police Department representative can attend. The Selectboard will be informed of all meeting dates. The Selectboard thanked Brandon.

David reported the Planning Board will meet July 27.

Donna reported the following:

- She will meet with Transfer Station Manager Gerry Cornett tomorrow about the possibility of reinstating the Solid Waste Committee.
- She will meet with Bill McFadden tomorrow about the possibility of expanding broadband in New Boston.
- She attempted to contact NH Protective Services about a welfare matter.

#### **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.

Kaleb Jacob of Fraser Drive was present and noted his opinion as a taxpayer is voters approved over \$30,000 to throw away. He sees two big ticket items in town, one for the fire department and one for the police department and they are not going away, he wants something that makes

sense for both. He supported the Police Department Warrant Article and thinks the Fire Department also deserves something, but the options need to be discussed and proven.

Brandon Merron of Dane Road was present and asked if the Old Engine House repair previously discussed could be covered under insurance. He noted for George St. John's health a professional company should be used for mold evaluation and disposal. The Selectboard noted this will be researched.

Energy Commission member Bill McFadden reported there is a proposal for LED lighting for all town buildings. Some have already been converted such as the Transfer Station and library according to a grant from Eversource.

Transfer Station Manager Gerry Cornet was present and noted he is collecting good revenues from the currently strong recycling market.

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

**Item 10: Department Manager Reports:** Provided.

**Possible Request for Non-Public-Per RSA 91-A:3, II(a)(b)(c):** None.

**ADJOURNMENT:** Donna moved to adjourn the meeting at 8:04PM. Karen seconded the motion. All were in favor. 3-0

*Prepared by Maralyn Segien*

**Next Scheduled Meeting: Town Hall Conference Room August 16, 2021 (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**