

Approved

Town of New Boston Selectboard's Meeting September 1, 2021

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

Energy Commission member Roger Dignard, Raleigh Bacon, Bill McFadden and Joyce Arivella of the public were present for all or part of the meeting.

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

Consent Agenda- The Selectboard reviewed the September 1, 2021 consent agenda. Donna moved to approve the September 1, 2021 consent agenda including payroll, Accounts Payable and other signed official documents. Karen seconded the motion. All were in favor. 3-0

The Board held a moment of silence to recognize the sacrifice of thirteen Marines killed in Afghanistan after an attack August 26, 2021 at the airport in Kabul.

There was a notice of a Public Hearing for the August 16, 2021 Selectboard meeting that they did not take action on for acceptance of \$617,564 funding from American Rescue Plan Act funds from the state that it received from the federal government. New Boston has received 50% of these funds to date. Donna moved to accept 50% of the \$617,564 funding from American Rescue Plan Act funds awarded to the town of New Boston. Karen 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: Raleigh Bacon-Appointment To Open Space Committee: Raleigh Bacon was present to meet with the Selectboard to discuss his interest in volunteering as a member of the Open

Space Committee. He learned of the opening through the New Boston Beacon and submitted an application. He has lived in town for four years with his fiancé, enjoys the rural character and green open spaces of the community. He is originally from the south and has lived in Maine before coming to NH. New Boston was what he was looking for and he is ready to get involved. He is interested in the Open Space Committee as it is in line with what he has done in the past including historic preservation, conservation, wildlife protection and president of a homeowners' association. He looks forward to contributing to the Committee as it continues and hopefully enhance its purpose. The Selectboard welcomed him to New Boston and thanked him for the information he provided with his application and for volunteering his time to the town. Karen moved to appoint Raleigh Bacon as a member of the Open Space Committee for three years. Donna seconded the motion. All were in favor. 3-0

Item 2: Request for Proposal For Solar Power Installation at Transfer Station-Roger Dignard: Energy Commission member Roger Dignard was present to meet with the Selectboard to discuss a proposed RFP prepared according to the Warrant Article 16 passed by voters in June 2021. The Selectboard reviewed the draft RFP Roger prepared. The timeline and typos will need revision. He requested it go out September 7 with final written questions received by September 29 and proposals due October 1 to be opened October 4. Three vendors have expressed interest so far. This RFP can be placed on the town website and the NH Municipal Association website. Roger will send it to the Selectboard office tomorrow. Selectboard Assistant Laura Bernard will post it. Donna moved to approve public posting of the RFP on the NHMA website and town website. Karen seconded the motion. All were in favor. 3-0

E. OLD BUSINESS:

Item 3: Approval of Public Minutes of July 7, 2021, July 19, 2021 and August 16, 2021 and Non-Public Minutes Of July 12, 2021 and August 16, 2021: The Selectboard reviewed the Public minutes of July 7, 2021. Karen moved the Public minutes of July 7, 2021 be accepted as amended. Donna seconded the motion. All were in favor. 3-0 The Selectboard reviewed the Public minutes of July 19, 2021. Karen moved the Public minutes of July 19, 2021 be accepted as amended. Donna seconded the motion. All were in favor. 3-0 The Selectboard reviewed the Non-Public minutes of July 12, 2021 and August 16, 2021. Karen moved the Non-Public minutes of July 12, 2021 and August 16, 2021 be accepted as presented and sealed five years. Donna seconded the motion. All were in favor. 3-0

Item 4: Energy Commission Recommends Affinity Lighting Bid For LED Streetlight Conversion: Energy Commission member Bill McFadden was present to meet with the Selectboard to discuss the recommended bid award for LED streetlight conversion according to the Warrant Article 15 passed by voters in June 2021. Two bids were received, from Affinity Lighting and MD Company. Affinity was \$5,000 less than MD and included all items requested but was \$2,500 more than the \$9,200 raised through the Warrant Article. This may be able to be covered through other budget sources such as the streetlight account. The bid totals \$15,976 with an anticipated \$4,200 Eversource incentive that needs to be verified. The Committee requests this project be completed by December 31, 2021 instead of October 31, 2021 that was noted in the RFP. A 50% deposit of \$7988 is required to contract with Affinity, the recommended vendor. The Selectboard would like to meet with the Affinity representative at

their September 20, 2021 meeting to discuss the project. Jim will schedule this. The Board will clarify the details and discuss at its September 20, 2021 meeting before making a decision.

Item 5: Motion To Approve Dead River (Oil) For 2021-2022 Season: The Board reviewed the documentation from Dead River for heating oil for the 2021-2022 season. Karen moved to approve the contract with Dead River for heating oil for the 2021-2022 season as presented. Donna seconded the motion. All were in favor. 3-0

D. NEW BUSINESS:

Item 6: Resignation Of Planning Board Alternate, Christin (Cahli) Carothers: Planning Board member David Litwinovich reported that as the Planning Board began meeting in person again, Cahli was unable to attend. The Planning Board does not want to allow remote attendance and Cahli subsequently sent her letter of resignation. Donna moved to approve the resignation of Christin Carothers as a Planning Board Alternate. Karen seconded the motion. All were in favor. 3-0

F. OTHER BUSINESS:

Item 7: Update-Year-To-Date Expenditures And Revenues: Documentation provided. Jim reported there is 41.91% of the 2021 budget remaining, each department has approximately 40% remaining. 61% of anticipated revenues are remaining, this is on track but slightly lower than anticipated.

Item 8: Town Administrators Report: Jim presented the Town Administrator's report as follows:

- Gas Pumps – He has been in contact with Chad Hayes at NH DES regarding the Gas Pump situation. He did not recommend a total overhaul of the dispensers and tanks. Our current tanks are 22 years old, and most owners tend to remove/replace USTs at 30 years of age (end of manufacturer's warranty period), so we have plenty of life remaining, at least eight years. As far as the pad, the existing fleet dispensing system does have the required concrete dispensing pad. He advised the pad is in poor condition and noted two possible options: #1 Remove all sand and debris from the cracks and repair/seal them with a product compatible sealant; or #2 Saw cut and remove the damaged portion of the concrete and replace with new pad (Jim recommends this option). Jim has this in writing in an e-mail and read the e-mail aloud. After corresponding with Chad, Jim contacted MB maintenance as they were the lowest cost of repair on the initial proposals and how option #2 would impact the initial proposal. MB is reviewing the proposal and would be in touch. MB also recommended replacing the concrete pad the dispensers sit on. Jim contacted Chad at DES who noted the town can proceed in this direction. MB was asked to prepare a new quote for the work he was already planning on and sawcutting and replacing the damaged portion as recommended by DES. At this point, we are awaiting MB as the proposal was dropped off at the Highway Department. Jim will obtain it tomorrow and share it with the Selectboard for review at the next meeting. Three quotes for the larger project were received and two quotes for the originally anticipated smaller project. MB was the lowest bidder in both cases and the current vendor managing the system for years. This project could be added to the CIP Schedule at \$25,000 per year

over eight years to save funding for a full overhaul in eight years. The standard of a vapor recovery bucket has already been met in the current system. The standard of the concrete pad has also been met but it is cracked therefore Chad recommends it now be repaired or cleaned and sealed. The town already complies with the October 13, 2021 standards.

- Mill Street – Jim coordinated a meeting with Chris Hall, Dan Garrity and Kevin Leonard last Wednesday regarding the flooding. Jim had planned to attend but was late due to the Town Administrator interviews. Kevin provided a detailed list of observations from his visit that the Selectboard will review and discuss at the next meeting.
- Town Administrator Interviews – following our interviews last Wednesday a recommendation to the Selectboard was made and an interview set up prior to this meeting tonight. The Selectboard will discuss this in non-public session.
- Donation of the school bell. Due to the agenda at the school board meeting, they were unable to take up the issue in August but plan to revisit it on Sept. 8.
- Lyndeborough Road Bridge project. Rough Schedule is as follows: • Mobilize 9/27 • Water diversion work 9/28-29 • Removal of existing structure 9/30-10/4 • Prep base 10/4-5 • Del bridge and set 10/6-8 • Membrane 10/11 • Backfill 10/12-14 • Remove diversion 10/14-15 • Build road 10/18-20 • Pave 10/21 • Loam & seed 10/22 • Landscaping 10/25
- Selectboard Meeting Policies and Procedures Review: Jim and the Selectboard will review the existing and proposed procedures for Selectboard meetings in preparation for discussion at the next Board meeting.
- Pandadoc: Jim and the Selectboard participated in one trial of this electronic signature software. This will be discussed at the next Board meeting. It is easy to use but cybersecurity is a concern. Procedures and training are recommended for all town employees especially if this is implemented as town resources need to be protected with policies and practices. Jim is working with Finance Director Jennifer Allocca to create a policy. The Board recommended a two-tier approval system for ACH payments if it is not already in place.

Item 9: Selectboard's Reports: The Selectboard noted appreciation for all the efforts that took place to hold today's employee appreciation cookout, along with appreciation for all town employees and the letter of appreciation from resident Susan Carr. Many residents agree with Susan. The town is a great place to work.

Karen reported the following:

- She has been researching gas pump replacement and will forward the information she has received to the Selectboard and work with Jim to schedule a meeting with NH DES to discuss potential requirements to be accomplished during the replacement.
- The Road Committee plans to meet in September.
- She apologized for not being able to attend today's town employee appreciation cookout as she had to work due to a staff shortage at her place of employment. She wanted to pass along her appreciation for all town employees.

David reported the following:

- The Planning Board will meet September 14.

- A subcommittee of the Fire Station Planning Committee will meet next week to discuss the option of a safety complex in New Boston.

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 noted the following:

- He has been working with a group of concerned town officials and residents who are trying to improve Broadband in New Boston. They have learned that 171 town subscribers use Consolidated Communications for high-speed internet. Comcast's numbers are pending.
- He noted concern that cold weather additives could be needed for the concrete used in the gas pump repair project and this could increase the cost. He agrees this project should be completed soon. He asked how it will be funded. Options were discussed including departments who use the pump sharing a percentage of the cost, cover it with the recent sale of Highway Department equipment bringing it to "no new cost", or use unused 2021 budget funds or the unreserved fund balance.

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

Item 10: Possible Request for Non-Public-Per RSA 91-A:3, II(a)(b)(c): David moved to enter Non-Public session per RSA 91-A:3II at 7:19PM. 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 7:37PM. Karen seconded the motion. All were in favor. 3-0 Poll Vote: David-yes, Donna-yes and Karen-yes.

Donna moved the Non-Public minutes of September 1, 2021 be sealed five years. Karen seconded the motion. All were in favor. 3-0

ADJOURNMENT: Donna moved to adjourn the meeting at 7:38PM. Karen seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room September 20, 2021 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available**