

Approved

Town of New Boston Selectmen's Meeting October 4, 2021

PRESENT: Karen Scott Selectman
David Litwinovich Selectman
James Brace Interim Town Administrator

Bruce McKim, Bill McFadden, Kaleb Jacob, Joyce Arivella and one or more additional 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 David Litwinovich at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda- The Selectmen reviewed the October 4, 2021 consent agenda. Karen moved to approve the October 4, 2021 consent agenda including payroll, Accounts Payable and other signed official documents. David seconded the motion. All were in favor. 2-0

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 about Selectboard member Donna Mombourquette's absence. David noted she is on vacation.

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

C. APPOINTMENTS:

Item 1: Generator Repair – Radio Tower – PD-FD-DPW: Jim read aloud an e-mail from Emergency Management Director Dan MacDonald dated September 28, 2021 detailing an issue with the radio tower generator causing need for replacement. Karen noted the radio site was updated in 2017. Jim noted the generator sits outside of the building containing the equipment. CERT Director Bruce McKim was present and noted the generator could be 7,000-8,000 watts and is approximately fourteen years old, beyond the life expectancy of an outside generator. Pest control was requested to prevent this issue from occurring again and is included in the proposed estimate of costs anticipated to replace the generator. If the total cost of approximately \$7,900 plus costs incurred to date were split between the departments that use the radio tower, Police,

Highway and Fire, it would be approximately \$3,000 each. Jim noted there are funds available in the Police Department 2021 budget and if there were no funds available in the Highway and Fire Department budgets, the cost could be absorbed by savings in the 2021 health insurance premium budget line due to health insurance changes that occurred in July. Karen moved to approve the request to order a new generator for the radio tower and to divide all associated costs including the \$915 rental charge incurred to date between the Police, Highway and Fire Departments at one-third each, and if funds are not available in those budgets, to cover the cost with savings in other areas of the town budget. David seconded the motion. Discussion: Jim noted the Selectboard could authorize \$3,000 overexpenditure in the Police, Highway and Fire Department budget lines to be covered in the general fund. Karen noted concern in that case that these Departments would say there were insufficient funds in other areas of their budgets. The motion was not amended. These departments will review their budgets for funds available and if funds are not available, will meet with the Selectboard at its October 18, 2021 meeting to discuss areas of the budget that could cover these costs. All were in favor. 2-0

E. NEW BUSINESS:

Item 2: Resignation of Rodney Towne from the Road Committee: The Selectboard reviewed Road Committee Chairman Rodney Towne's resignation letter. Karen reported the Road Committee met September 29, 2021 and appointed Mark Debowski Chairman and Mark Siemiesz Vice-Chairman. The Committee requests a notice be posted that it is seeking applications for new members. David moved to accept Rodney Towne's resignation from the Road Committee with regret and express gratitude for all his service to the town. Karen seconded the motion. All were in favor. 2-0

Item 3: Application for Appointment to the Solid Waste Advisory Committee-Bruce McKim: Bruce McKim was present to meet with the Selectboard to discuss his interest in volunteering as a member of the Solid Waste Advisory Committee. He noted he applied due to his experience as a retired design engineer and ability to think analytically and logically along with his experience with the day to day operations at the Transfer Station as a current employee, he can provide input on the current needs of the station in the best interest of the town and residents. The Selectboard thanked him for all he does for the town. Karen moved to appoint Bruce McKim as a member of the Solid Waste Advisory Committee for three years. David seconded the motion. All were in favor. 2-0

Item 4: Application for Reappointment to the Finance Committee-Roch Larochelle: The Selectboard reviewed Roch Larochelle's application for reappointment to the Finance Committee noting he has served on the Committee since 2013 and offers great input. David moved to reappoint Roch Larochelle as a member of the Finance Committee for three years. Karen seconded the motion. All were in favor. 2-0

Item 5: Review and Approval of draft Finance Committee Schedule: The Selectboard reviewed the draft Finance Committee Schedule. There is a meeting scheduled for November 11, 2021, Veteran's Day, which is a town holiday. Jim will work with the Departments to reschedule them from November 11 to November 4, 18, December 2 or 9 and confirm availability of all Departments meeting with the Committee. He will then e-mail the revised draft to the Selectboard in preparation for at its October 18, 2021 meeting.

D. OLD BUSINESS:

Item 6: Approval of Public Minutes of September 20, 2021 and Non-Public Minutes of September 20, 2021 and September 23, 2021: The Selectmen reviewed the Public minutes of September 20, 2021. Karen moved the Public minutes of September 20, 2021 be accepted as amended. David seconded the motion. All were in favor. 2-0 The Selectmen reviewed the Non-Public minutes of September 20, 2021. Karen moved the Non-Public minutes of September 20, 2021 be accepted as presented. David seconded the motion. All were in favor. 2-0 The Selectmen reviewed the Non-Public minutes of September 23, 2021 and will discuss them in non-public session.

Item 7: Town Employee 2022 Pay-Scale Discussion-Continued: The Selectboard reviewed a town employee salary proposal for consideration during 2022 budget preparations as discussed at the September 20 meeting. David contacted SNHPC for additional information who will discuss it with him tomorrow and directed him to the NH Municipal Association. He is awaiting a response from NH Municipal Association. Jim will give the proposal to the Department Managers to begin preparing their 2022 budgets and the amount can be amended as the Board decides. He proposed a pay scale adjustment to keep salaries competitive as the town salaries are below the market and the town is losing valuable employees to other towns with higher salaries, sign on bonuses and other incentives. A COLA adjustment proposal was compared to COLA approved in New Boston in the past. Jim suggested the Selectboard consider the value and quality of the employees along with job descriptions and expected tasks for each employee and consider if Department Managers should be salaried or hourly for consistency. The Selectboard will review this proposal again at its October 18 meeting. Salaries are included in the annual operating budget that is brought before voters.

Item 8: Use of Decommissioned 2014 Police Cruiser for Building Inspection-Continued: The Selectboard reviewed a proposal to use the decommissioned 2014 police cruiser for building and fire inspection purposes as discussed at the September 20, 2021 meeting. The inspectors currently use personal vehicles to travel to inspection locations and are reimbursed mileage at over \$1,000 per year. Jim proposed converting a decommissioned 2014 police cruiser (his former cruiser) for use by the inspectors to travel to inspections as other towns do, to possibly save tax dollars and prevent wear and tear to employee personal vehicles during town business use. There are no maintenance issues with the vehicle, with approximately 126,000 miles on it and it is anticipated to need only a console estimated at \$250 and possibly tires that are anticipated to last for the useful life of the vehicle and anticipated annual costs are insurance, gas, annual inspections and oil changes. The Selectboard reviewed a cost analysis prepared by Finance Director Jennifer Allocca estimating the proposal to cost approximately \$2,000 per year. If not repurposed as proposed for potential savings to the town, the vehicle will be auctioned off and the proceeds deposited in the police cruiser revolving account. Karen noted concern that this will set a precedent and a \$60,000 vehicle will be needed for this purpose in future years. Jim does not anticipate this will occur as the police cruisers are on a replacement schedule and another could become available when the inspectors need a replacement. The Selectboard will review the cost analysis prepared by the Finance Director in preparation for discussion at its October 18 meeting.

F. OTHER BUSINESS:

Item 9: Update-Year-To-Date Expenditures And Revenues: Documentation reviewed.

Item 10: Town Administrators Report: Jim presented the Town Administrator's report as follows:

- He is working with Road Agent Allen Brown on the following:
 - They viewed problem trees on River (ten trees), Colburn (one tree) and Thornton Roads to avoid town liability. Allen is working to have all addressed by a contractor this week. The Selectboard noted the following concerns:
 - Budget availability due to discussion at the September 29 Road Committee meeting that the Highway Block Grant will cover it but this will affect 2021 paving capabilities. Jim noted the 2021 budget cannot handle all problem trees marked to be cut but can handle the proposed tree removal on River and Colburn Roads.
 - A meeting, such as at the Planning Board, may be needed before addressing trees on Thornton and Colburn Roads due to road classification. The Selectboard requested the tree cutting be postponed to after the October 12, 2021 Planning Board meeting to allow them to review the proposal and approved the proposed tree cutting on River Road this week.
 - Requested the name of the contractor due to discussion at the September 29 Road Committee meeting.
 - He met with Allen regarding cutting the brush behind the Fire Department to open up the catch basin. Allen is working on a plan to complete with a contractor. Chris Hall of Mill Street sent a letter requesting a definitive answer on the curbing proposal as discussed at the August 16 and September 20 Selectboard meetings. Chris and Dan Garrity of Mill Street represented the curbing is available at the Highway Department but Jim has not discussed it with the Road Agent. An engineering report was obtained and David is in favor of installing the curbing if it is available at the Highway Department and a runoff study may be needed. Karen noted the brush cutting could be a first step and curbing may not be needed. Jim will confirm curbing availability with Allen and bring the information to the October 18 Selectboard meeting for a vote.
 - Issues caused by the topcoat placed at Old Coach Road during the recent paving were reviewed. Jim will ask Allen to address it.
 - Lyndeborough Road Bridge Project update:
 - The contractor returned acknowledged notice to proceed.
 - NHDES is happy construction is moving forward.
 - Detours established.
 - Karen forwarded to Jim and Allen an e-mail from a resident with concerns of runoff on two Lyndeborough Road properties. Karen sent an e-mail reply to the resident who expressed further concerns with effects of paving in the area.
 - Engineer Kevin Leonard sent photos for review. Jim will ask Allen to address it.
 - A crane is scheduled to set footings and wingwalls next October 5.

- Rest of bridge to follow by end of week.
 - Town ordered bridge guardrail has arrived at CWS and they will be ready to install in the latter part of October
- The Town Administrator hiring process is continuing. This will be discussed in non-public session.
- The Safety Center discussion is continuing. Next meeting October 8. Location will be provided to the Selectboard. Jim and the Selectboard prefer this be a public meeting. David reported the Committee met last week and an informational article will be prepared to be published in the New Boston Beacon.
- Assessor George Hildum sent a quote for the 2022 assessing contract including his first rate increase since 2009.
- The PLC has several lots in town that have always been tax exempt. The procedure requires a letter of exemption be submitted annually. There was a late filing in 2021. The Selectboard reviewed a letter from the PLC and the Assessor requesting the Board accept the late filing due to accident, mistake or misfortune and grant or deny the request for charitable exemption. The Selectboard will review this again in the October 18 consent agenda or at its October 18 meeting.
- The Selectboard reviewed the proposed contract from Affinity LED Lighting as approved at the September 20, 2021 meeting for the LED Lighting RFP for all New Boston streetlights. David moved to authorize Interim Town Administrator James Brace to sign the contract with Affinity LED Lighting as presented with the one exception of the revised end date of March 30, 2022. Karen seconded the motion. All were in favor. 2-0
- The Selectboard would like to obtain further input from Department Managers on how American Rescue Plan Act funds could be used in New Boston. Former Town Administrator Peter Flynn and Finance Director Jennifer Allocca began this process. Jim will ask Finance Director Jennifer Allocca if she received any follow up from Department Managers. Bill McFadden of Dane Road was present and noted he is working with a group that is researching the possibility of expanding broadband in New Boston, possibly with these grant funds and the group recently received information it requested, will review it and bring it to the Selectboard.
- Jim contacted the School Board about the status of the historical New Boston High School bell currently kept at the Historical Society. They are considering the possibility of moving it to NBCS.
- At a recent Department Manager meeting, Jim proposed beginning a CRF on the CIP Schedule this year for town buildings to manage future maintenance costs. He plans to ask Department Managers to assess their needs and bring the information to him for further consideration. David noted there is not a category for buildings on the CIP and a Warrant Article may be needed to add it.

Item 11: Selectmen's Reports:

Karen reported the following:

- Road Committee September 29, 2021 meeting update:
 - The Committee addressed the issue of Chairman and Vice-Chairman resignations, new Chairman and Vice-Chairman were assigned and the Committee had productive discussions.

- Road Agent Allen Brown attended.
- The paving process and budget were discussed along with the need for tree cutting. They discussed the possibility of using Highway Block Grant funds to accomplish tree cutting.
- The culvert list was considered as the Committee wants to review the culverts to recommend a long-term maintenance schedule. Allen will ask Highway Department Assistant Amy Parrish to prepare a list of culverts for the Committee.
- The Highway Department 2022 budget and Highway Block Grant use was discussed including the possibility of using the grant for overlay paving necessary.
- The Committee discussed the contract extension offer from Continental Paving. Karen read aloud a statement from the Committee as they voted unanimously in favor of the contract extension as presented by Continental Paving. David moved to accept the three year contract extension as presented by Continental Paving and recommended by the Road Committee. Karen seconded the motion. All were in favor. 2-0
- The Committee reviewed two quotes for line striping and had some questions. Jim previously recommended using Industrial Traffic Lines but the Committee was concerned with the quality of work from this company in past years. The Committee made a recommendation to the Road Agent who will contact Continental Paving for companies they recommend for line striping and will provide a list of roads to be striped. Jim noted striping has begun as the Town Hall parking lot was striped last week.
- Karen requested Safety Complex meetings be public.
- Karen asked about the use of Transfer Station Manager Gerry Cornett's truck as requested at a recent meeting and status of tax reporting laws and procedures research. Jim reported he does not bring the truck home on weekends. It is not a personal use vehicle and is not anticipated to have tax impact as he is just driving back and forth to the Transfer Station. Jim will confirm how it is being used.
- Karen asked the status of the draft Accounts Payable policy. Jim reported Finance Director Jennifer Allocca is still working on it and it will be brought to the Selectboard when it is ready.
- Karen received an e-mail from a Selectboard member from a neighboring town who asked about a Wind Energy Summit. Karen was not aware of the Summit. Jim noted it is planned at the Air Force Tracking Station and he will forward the details to the Selectboard.
- There was an issue with Town Hall Streams recording of the September 22 Selectboard meeting. There was a limit set to stop recording at 8:30 PM but the meeting went longer. The subsequent recording was recovered and minutes were prepared. The time limit for future meetings will be extended.

David reported the following:

- A New Boston Rail Trail Ribbon Cutting Ceremony is planned for October 10 from 11:30 am-2:00 pm
- The next Planning Board meeting will be October 12, 2021 to review an application to convert a property to multifamily at 55 River Road and to continue discussing a potential solar ordinance and zoning and building code amendments for 2022.

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 noted the following:

- The use of the Transfer Station vehicle discussed above is called Total Daily Commute (TDC) according to the IRS. He objects to this use of the Transfer Station vehicle as it is 32 miles per day for the town and used to be the Transfer Station Manager's responsibility. He does not see a need for this use, but does for emergency personnel which may be exempt from TDC. He researched and calculated use of the Transfer Station vehicle to cost the town thousands of dollars and is concerned it will eventually break down and be replaced by a \$60,000 vehicle. He said if the Transfer Station Manager is allowed to have a company vehicle, all sitting at the table should have a company vehicle.
- He asked the status of the culvert replacement project at Foxberry Drive/Bedford Road as the area has been paved. Karen noted the culvert has not been replaced.

Bill McFadden of Dane Road noted the following:

- He suggested American Rescue Plan Act funds be used for the generator replacement discussed above instead of sharing the cost between the three departments. Jim will consider this further. Bill suggested the old generator be given to Transfer Station Manager Gerry Cornett to possibly sell or repair. The Selectboard will consider it.
- He asked about the proposal for the old police cruiser discussed above as there are concerns it would eventually be replaced with a \$60,000 vehicle. He noted the CIP Schedule includes replacement of the Command Vehicle in approximately two years. He suggested the current Command Vehicle be repurposed for the Building and Fire Inspectors/town use at that time. David noted Karen is representing the Selectboard on the CIP Committee this year and he remembers the Command Vehicle was postponed on the CIP Schedule as the current donated vehicle does not need to be replaced on an emergency basis.
- He asked if the state would remove the tree the town plans to remove on Route 13 as discussed above. Jim noted the concerned resident contacted the state first who referred him back to the town as the tree is located on town property.

Joyce Arivella of Riverside Drive noted concern of people using the Rail Trail parking lot abutting her property at night. She called the police and no one was in the office due to the office hours. Jim explained the department hours and noted the dispatch non-emergency number should be called. The police officers will patrol the Rail Trail parking lots nightly.

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

Item 12: Possible Request for Non-Public-Per RSA 91-A:3, II(a)(b)(c): Karen moved to enter Non-Public session per RSA 91-A:3II at 9:35PM. David seconded the motion. All were in favor. 2-0 Poll Vote: David-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 8:49 PM. Karen seconded the motion. All were in favor. 2-0 Poll Vote: David-yes and Karen-yes.

David moved the Non-Public minutes of October 4, 2021 be sealed five years. Karen seconded the motion. All were in favor. 2-0

David moved to hire Pete Mickola as an entry level Heavy Equipment Operator for the Highway Department effective October 11, 2021. Karen seconded the motion. All were in favor. 2-0

ADJOURNMENT: David moved to adjourn the meeting at 8:50PM. Karen seconded the motion. All were in favor. 2-0

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room October 18, 2021 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-2500-www.newbostonnh.gov
Handicap Access available**