

Approved

Town of New Boston Selectmen's Meeting April 1, 2019

<u>PRESENT:</u>	Joe Constance	Selectman
	Karen Scott	Selectman
	Christine Quirk	Selectman
	Peter Flynn	Town Administrator

Police Chief Jim Brace, Transfer Station Manager Gerry Cornett, School Board Chairman Kary Jencks, Town Clerk Kim Colbert, Deputy Town Clerk Cathy Strausbaugh, Fire Chief Dan MacDonald, Joyce Whelton, Willard Dodge, David Litwinovich, Bill McFadden, Susan Carr, Keith Gentili, Kaleb Jacob, Lou Nixon, Jeff Briggs, David Kent, Jen O'Brien and Dan Donovan 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 Joe Constance at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda-The Selectmen signed the consent agenda. Christine moved to approve the consent agenda including reappointment of Graham Pendlebury and Michael Constance to the Forestry Committee and reappointment of Cheryl Christner to the Energy Committee. Karen seconded the motion. All were in favor, 3-0.

Karen noted she removed an item re: tax abatement from the Consent Agenda due to concerns that it would set a precedent. The backup of this situation is provided as the taxpayer moved but the tax bill for taking a property out of Current Use was sent to the wrong address. The taxpayer did pay the tax bill and due to the large size of the entire bill and the error of sending to the wrong address a small unpaid amount of the tax bill was forgiven as the town considers these on a case by case basis. Karen approved adding this item back to the Consent Agenda. She did not sign the document.

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 state their 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 Peter beforehand.

Susan Carr noted she is here to follow up on the Senior Citizen transportation proposal. She noted Warrant Article 31 passed and she has since met with SNHPC, Peter, Recreation Director Mike Sindoni and Manchester Transit Authority. The transportation is expected to begin on Wednesdays, beginning July 3. She noted Goffstown was providing similar transportation in its

community three days per week and has now increased to five days per week. New Boston plans to evaluate the service after one year to consider continuing the service. The Selectmen asked her to research other services New Boston can offer as other towns do and find out if New Boston can cooperate with other towns' transportation services.

The Selectmen thanked all for their comments and closed the first session of public comment.

C. APPOINTMENTS:

Item 1: Interviews for Forestry Committee Appointments:

David Kent-Alternate: David Kent was present to meet with the Selectmen about his interest in serving as a Forestry Committee Alternate. He has been working with the Committee and enjoying it since he heard about it from Graham Pendlebury. He doesn't know much about forestry but is learning and has experience using GPS. He also noted he is a recreational pilot which might be of benefit to the town. He recently purchased a property that was formerly a tree farm and has an abandoned air field that he plans to begin using privately this spring.

Jeffrey Briggs-Regular Member or Alternate: Jeff Briggs was present to meet with the Selectmen about his interest in serving as a Forestry Committee Alternate. He recently moved to New Boston after recently retiring after forty years of experience as a US and Vermont Forester. He was excited to learn about New Boston's interest and activity in protecting and managing its forests. He would like to do whatever he can to help the town manage its forests. He has already met with the Committee.

Karen moved to appoint David Kent and Jeffrey Briggs as Alternates to the Forestry Committee for three years. Christine seconded the motion. All were in favor, 3-0.

Item 2: Town Clerk Kim Colbert-Introduction Of Credit Cards For Town Clerk's Office

Services: Peter noted this process began three years ago when the late Town Clerk Irene Baudreau met with the Selectmen to introduce the possibility of accepting credit cards for registration payments in the Town Clerk's office. The Board was very interested at the time but Irene became very ill and priorities changed. Current Town Clerk Kim Colbert and Deputy Town Clerk Cathy Strausbaugh are present to announce the Town Clerk's office will begin to accept credit card registration payments. The Clerks surveyed customers and found 80% are interested in paying with credit cards even with a 3% fee that will be charged for this service. The credit card machine is the only machine compatible with the Avitar software the Clerk's office uses. The machine rental fee is \$30 per month per machine. The Clerks are renting one machine and it is not available to purchase. Most NH Clerks offices use Clerkworks software but the New Boston Clerks are satisfied with Avitar at this time.

Item 3: Lou Nixon-Requesting Status of Legal Opinion on Mountain Road: Realtor Lou Nixon was present to follow up on his February 19 meeting with the Selectmen for a resolution of the one way street issue at Mountain Road. The town researched the issue and received two legal opinions. The Board can vote to reopen the road. Christine moved to order the one way sign at Mountain Road be removed. Karen seconded the motion. All were in favor. 3-0 The legal document is now a public document. Lou noted he and the landowner agree with the legal opinion.

D. OLD BUSINESS:

Item 4: Approval of Public and Non-Public Minutes of March 11, 2019, and Public Minutes of March 18, 2019: The Selectmen reviewed the Public minutes of March 11, 2019. Christine moved the Public minutes of March 11, 2019, be accepted as amended. Karen seconded the motion. All were in favor. 3-0 The Selectmen reviewed the Non-Public minutes of March 11, 2019. Christine moved the Non-Public minutes of March 11, 2019, be accepted as presented. Karen seconded the motion. All were in favor, 3-0. The Selectmen reviewed the Public minutes of March 18, 2019. Karen moved the Public minutes of March 18, 2019, be accepted as presented. Christine seconded the motion. All were in favor, 3-0.

Item 5: Resolution By Board Of Selectmen Regarding One Way Street Issue For Mountain Road: As above.

E. NEW BUSINESS:

Item 6: Introduction Of Town's Cash Receipts Policy: Peter reported the auditors requested the town add this policy. This is the procedure the town has always followed. The Selectmen reviewed and revised the draft policy. Peter will discuss the proposed policy with Treasurer Bill Gould.

Item 7: Increase Of Finance Department 'Backup' Hours And Request For A Part-Time Clerk: Peter reported there is a need for a backup clerk in the Finance Department to help with the workload and cover for vacations when the Finance Director is out of the office. This is anticipated to be 12-14 hours per month. Selectmen's Assistant Laura Bernard has been handling these duties as needed. \$600 is budgeted for backup but this is not enough as a regular backup is needed. Joe noted this request is appropriate under fair labor practices. Christine and Joe are in favor of the proposal. Christine moved to authorize the Town Administrator to advertise for a backup Finance Clerk. Joe seconded the motion. The motion carried, 2-0. Peter will post the position according to town policy.

F. OTHER BUSINESS:

Item 8: Town Administrators Report:

- Building Permit Revisions: A first reading of building permit fee revisions is expected April 15 as New Boston's building permit fees are lower than other NH towns.
- Record Retention: All Welfare and Personnel files are in the 'copying' stage. Other departments including the Building Department will soon be providing files to be scanned.
- Recreation Commission Bus Shelter: Construction expected to begin in early May.
- Railing In Front Of Town Hall: Installation has begun.
- Update of Status of Mountain Road Issue: As above.
- Road Committee: See Selectmen's Report.
- Streaming Service At Town Hall: Selectmen's meetings in the conference room are now live streamed on the town website and available to view anytime.
- Continuation of Cellar Project: There is \$41,000 left in a CRF specifically designated for cellar projects. Project Manager George St. John was contracted to do all cellar work

after this project was put out to bid. He was the only bidder. He has been working on it as directed, one project at a time, for years. The water tank is planned to be replaced this summer. There is other work planned. This fund is expected to cover all planned work.

Item 9: Selectmen's Reports:

- Joe Constance-Discussion-Re-Organization of the Road Committee: Joe presented a proposal for reorganization of the Road Committee with a handout. He noted he has spoken to all potential members listed and they are all willing to serve. Karen noted some of the potential members previously voted to disband the Road Committee. Joe noted those members voted to disband the former Road Committee and he agreed with them. This proposal is for a new Committee format with additional members including ex-officio members that will report to the Selectmen not the Road Agent as was previously done. Christine moved to appoint Willard Dodge, Tom Miller, Mark Suennen and Rodney Towne as regular members and George St. John an Alternate of the Road Committee for three years and Road Agent Dick Perusse and Police Chief James Brace as ex-officio members. Karen seconded the motion. All were in favor. 3-0 The Selectmen will consider further citizen alternates and Emergency Management ex-officio members.
- Joe reported the Planning Board held three Public Hearings: request for lodging house, change of use from retail store to contractor's year and a lot line adjustment. All are expected to be approved. The Board also discussed draft site plan regulations for outdoor event venues with public input. The Board will continue working on this subject in 2019 and research procedures used in other towns. The Board also elected officers with all remaining in their previous positions.
- Joe reported the Forestry Committee continues to plan events for current NBCS first graders to plant Christmas trees and an educational forest walk with the County Forester and NBCS sixth graders.
- Karen reported she researched the road issues as discussed at the March 18 meeting. She contacted a company for information on tensar triax geogrid mesh. The company is willing to meet with the Road Committee to discuss the product and donate a 13'x240' sample with installation and monitoring to place on New Boston's road with the most problems to consider for purchase. The information was given to Willard Dodge who was present in the audience.

G. PUBLIC FORUM:

Kaleb Jacob of Fraser Drive was present and noted the New Boston Taxpayers Association has been providing meeting video recording free. He noted the town budgeted \$18,000 to replace this service with live streaming on the town website.

Police Chief Jim Brace was present to request the town consider drafting a noise ordinance including quiet hours. The Police Department receives complaints that it can currently only enforce as disorderly conduct. These include logging, home construction, squealing tires and canons. Other towns have noise ordinances. The Selectmen agreed to the request.

Item 10: Possible Non-Public Session per RSA 91-A:3, II(a)(c): Town Administrator's Review. Christine moved to enter into Non-Public session per RSA 91-A:II(a)(c) at 6:50 PM.

Karen seconded the motion. All were in favor, 3-0. Poll Vote: Joe-yes, Christine-yes, and Karen-yes. Board then entered non-public session.

Move to exit Non-Public Session: Christine made a motion to exit Non-Public Session at 7:00PM. Joe seconded the motion. All were in favor. 3-0.

Joe moved to seal the minutes for five years. Christine seconded the motion. All were in favor, 3-0.

ADJOURNMENT: Joe made a motion to adjourn the meeting at 7:01 PM. Christine seconded the motion. All were in favor. 3-0.

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room on April 15, 2019 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-5504-www.newboston.gov
Handicap Access available**