

ADOPTED

Town of New Boston Selectmen's Meeting November 19, 2018

<u>PRESENT:</u>	Joe Constance	Selectman
	Rodney Towne	Selectman
	Christine Quirk	Selectman
	Peter Flynn	Town Administrator

School Board Chairman Wendy Lambert, Road Agent Dick Perusse, NH State Representative Elect Kat McGhee, Police Chief James Brace, Rick Kohler, David Litwinovich, Kaleb Jacob and Karen Scott 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. Rodney moved to approve the consent agenda including the mutual aid agreement with Goffstown for Building Inspection Services and dispatch contract. Christine seconded the motion. All were in favor. 3-0

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 a 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.

NH State Representative Elect Kat McGhee was present to meet with the Selectmen to introduce herself as she was elected in November. She noted she attended New Boston's SB2 (Deliberative) meeting in 2018 and has met many town residents. She is here to meet the Selectmen and make sure they know to contact her if the town needs anything. She noted she is interested in several bills that could affect New Boston such as HB413 to repatriate money to municipal employee retirement funds and SB342 to remove one time funding from subsequent default budgets. She plans to keep the Selectmen informed and work with them for the betterment of the town. The Selectmen noted they are interested and periodically request updates from its state representatives.

Seeing no further public comment, Joe closed the first session of public comment.

C. APPOINTMENTS:

Item 1: Dick Perusse-Highway Superintendent: Road Agent Dick Perusse was present to meet with the Selectmen to update them on Highway Department projects as follows:

Discussion Re: Dougherty Lane: This bridge repair project was put to bid in spring 2018 but postponed to 2019 or beyond when bids came in higher than expected. This repair could be a Warrant Article in 2019 partially funded with \$120,000 by the state highway block grant (\$20,000 from 2018 and \$100,000 from 2019) and \$130,000 with a Warrant Article. \$70,000 of the highway block grant would remain available. The bridge is closed due to undermined footings with the Tucker Mill Road Bridge as the detour route. The Tucker Mill Road Bridge is scheduled for repair in 2023 and the Dougherty Lane bridge repair needs to be done as it is a second route out of that area of New Boston. The Selectmen agree with Dick's proposal.

Discussion Re: Pay Scale Adjustments: Dick requested two Highway Department employees advance on the step and grade plan to step four. This would have a combined impact of \$1.53 per hour. This will be discussed in non-public session.

New Hire: Dick requested hiring Brandon Grendell as an Equipment Operator to start December 3. One reference was checked with a good report and he has done very well at his current company. Rodney moved to approve the appointment of Brandon Grendell with the condition of a background check and drug testing. Christine seconded the motion. All were in favor. 3-0

Item 2: Rick Kohler-Kohler Environmental, LLC-Driveway Permit Issue-McCurdy & Old County Roads: Rick Kohler from Kohler Environmental, LLC was present to meet with the Selectmen to discuss a potential driveway permit on Old County Road, a Class 6 road. The road has been upgraded up to an existing residence with another residence planned at map 12 lots 10 in the most reasonable location relative to wetlands and setbacks with minimum impacts and no waivers or variances needed. The property owner is willing to provide additional road upgrades as needed. Road Agent Dick Perusse was present and noted the town has the right to do some maintenance as it has to but has not worked at Old County Road and does not do regular maintenance. All maintenance has been done by residents. The two property owners on the road plan to cooperate with road maintenance. It is expected to be a private driveway. The Selectmen prefer not to build on class 6 roads, it is not a town maintained road, if the property owners want to put a new surface material on it they need to meet with the Selectmen for approval and it is not a driveway, and anyone has a right to use the road. It is a civil matter for neighbors that should be arranged as soon as possible. The town will not consider it further. The town requires an emergency services and liability release form signed by the property owners because it is not town maintained. The Selectmen asked who the abutters are but this is not known other than Joe Montminy and the Armstrongs. Rodney moved to approve the request to allow permit of a driveway serving map 12 lot 10 off Old County Road as illustrated on plans provided to avoid the unnecessary environmental impacts and cost associated with the alternative egress off McCurdy Road and with signature of the town waiver form as required for a class 6 roads. Christine seconded the motion. All were in favor. 3-0

Item 3: Police Chief James Brace-Discussion Re: Department Updates: Police Chief James Brace was present to meet with the Selectmen to update them on department activities as follows:

- The state is rolling out the eCitation program December 11. New Boston was notified on November 7 that it has to come up with a plan as New Boston does not currently have the state interface switch needed, this is currently controlled through Goffstown dispatch

services currently provided to New Boston. Options were considered and reviewed with a handout as follows:

- One option is a multi-agency setup (approximately \$3,000) where New Boston records would be kept in Goffstown and New Boston would not have proprietary control of its records or the ability to transmit data to the state. This would all be done by Goffstown or another agency that might not take the care that the New Boston Police Department would if it was inputting its own data. Goffstown would keep the records and data if New Boston changes its dispatch service center. There is a possibility of extracting the data after three years for a fee that could be more than \$5,000.
- Another option is to establish a state interface switch in New Boston to keep proprietary control of its records and transmit its own data to the state. This was quoted at a one-time fee of \$5,000 to Tri-Tech plus approximately \$1,000 incidental costs for software and/or equipment. This is the option Jim recommends to keep proprietary control if New Boston changes its dispatch service center. The town expects to save postage by switching to the e-citation system and may be able to self-dispatch some New Boston calls resulting in fewer calls assessed by the Goffstown dispatch service center for New Boston per year that might improve the assessment of dispatch fees. New Boston Police Department procedures will be more streamlined with the new system. This is a good option for New Boston for New Boston independence, control of its data, efficiency, archiving and streamlining procedures. The Selectmen support this recommendation and plan to meet with Jim again when updated quotes are received. The \$5,000 one-time cost may become due in 2018. The New Boston Police Department has a Ford Explorer posted for sale and some proceeds might be available from the sale to contribute to this need.
- Another option is to have Goffstown issue all New Boston tickets.
- There is no cost to the state or aid provided to municipalities that have to adopt the state e-citation system. Jim will attend a Chief's conference in December where this issue will be discussed. The state is also planning rollout of eCrash and eComplaint programs.

D. OLD BUSINESS:

Item 4: Approval of Public and Non-Public Minutes of October 15, 2018, October 18, 2018 and November 5, 2018: The Selectmen reviewed the Public minutes of October 15, 2018. Christine moved the Public minutes of October 15, 2018 be accepted as presented. Joe seconded the motion. All were in favor. 3-0 The Selectmen reviewed the minutes of the October 18, 2018 Special Selectmen's Meeting. Christine moved the minutes of October 18, 2018 Special Selectmen's Meeting be accepted as presented. Rodney seconded the motion. All were in favor. 3-0 The Selectmen reviewed the Public minutes of November 5, 2018. Christine moved the Public minutes of November 5, 2018 be accepted as presented. Joe seconded the motion. All were in favor. 3-0

E. NEW BUSINESS:

Item 5: Confirming Date of Annual Employees Holiday Celebration: The Selectmen reviewed and approved the date of the annual employees' holiday celebration.

F. OTHER BUSINESS:

Item 6: Town Administrators Report:

- Budget Status and Update: Expenditures and revenues are doing well.
- Public Web Page Information Update: Information is getting out weekly on the town webpage and Official Facebook page with help from Joe and weekly meetings to discuss topics.
- Record Retention: The Committee met November 14. The Town Clerk budget is planned to include a request for \$5,000 in 2019. The \$5,000 appropriated in 2018 will be used to begin the process of scanning, indexing and special handling of vital statistics going back to the 1700s with a cloud based program called Image Silo from New England Document Systems. Town Attorney Bart Mayer will review the contract. The program has very good accessibility. Conservation of the documents is much more expensive. The Selectmen thanked Deputy Town Clerk Cathy Strausbaugh for coordinated this project.
- Recreation Commission Bus Shelter Update: A vendor was selected and this will be discussed at the next Selectmen's meeting.

Item 9: Selectmen's Reports:

- Rodney reported the Planning Board did the following at its recent meeting:
 - Held the Public Hearing on the CIP Schedule.
 - Approved an application for a dog kennel on Joe English Road.
 - Considered a wetland crossing at Susan Road.
 - Discussed a better procedure for tracking contractor funds for road improvements.
- Joe reported Jon Stout is working on a timber cut on Old Coach Road.
- The Finance Committee requested Peter do more research on the proposed Town Hall server.

G. PUBLIC FORUM:

None.

Item 8: Possible Request for Non-Public #1 per RSA 91-A:3, II(a): Personnel.

Rodney moved to enter into Non-Public session per RSA 91-A:3,II(a) at 6:50 PM. Christine seconded the motion. All were in favor. 3-0 Poll Vote: Joe=yes, Christine=yes and Rodney=yes. Board then entered non-public session.

Move to exit Non-Public Session: Christine made a motion to exit Non-Public Session at 7:10PM.; Joe seconded the motion. All were in favor. 3-0

At 7:11PM Rodney moved to enter non-public session #2 per RSA 91-A:3,II(a) under Personnel. Per a roll call vote Joe=yes, Rodney=yes, Christine=yes. Joe moved to exit nonpublic #2 with Christine seconding. Motion carried 3-0.

Joe motioned to seal the minutes for 15years. Rodney seconded the motion. All were in favor.
3-0

Rodney moved to hire Branden Grendell as a heavy equipment operator for the Highway Department seconded by Christine. The vote carried 3-0.

ADJOURNMENT: Rodney made a motion to adjourn the meeting at 7:25PM with Christine seconding the motion. All were in favor. 3-0

Prepared by Maralyn Segien

Next Scheduled Meeting: Town Hall Conference Room on December 3, 2018 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
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Handicap Access available