

Approved
4/25/94

Town of New Boston

Board of Selectmen Meeting Minutes

April 18, 1994

A regular business meeting of the New Boston Board of Selectmen was called to order at 7:05 p.m. by Chairman Arthur Johnston.

PRESENT: Arthur W. Johnston, Chairman
Michael S. Pimenta, Selectman
Darlene M. Goodin, Selectman
Lorraine A. Cleveland, Town Administrator

REQUESTED APPOINTMENTS:

Bonnie Bethune, Transfer Station Manager, was in for her monthly meeting with the Board. The following issues and items were discussed:

1. Ms. Bethune inquired about the procedure she needed to follow for the preparation of a bid package for the new security fence at Transfer Station. Chairman Johnston explained that she will need to determine the fence and gate specifications and summarize them on a spec sheet. A date and time for the pre-bid inspection and deadline for bid submission should also be set. It was agreed by all present that the pre-bid meeting will be held Monday, May 2, 1994 at 8:00 a.m. and deadline for bid submission will be May 9, 1994 at 4:00 p.m.

2. Waste oil furnace: Ms. Bethune explained that she was considering the purchase of 1/2 of a septic tank for \$600 which will be used for the waste oil storage. The furnace must be purchased within six months.

Chairman Johnston advised Ms. Bethune to contact three or four companies for a furnace price. He said that installation, maintenance, and warranty should also be considered when requesting price information.

3. Compactor and baler maintenance plan: Ms. Bethune reviewed with the Board a proposed maintenance contract from Advanced Technical Waste Services, Inc. which would cover the preventative and routine maintenance of the compactor and baler. The cost would be \$400 for 1994. All members of the Board agreed that this work should be done. If money is not available this year, it should be budgeted for next year.

4. Sprinkler System: Ms. Bethune reported that the system pump room has been completed and anticipates that the system will be functional within the next few months.

5. Ms. Bethune voiced her support for department head meetings. The Board discussed the frequency of holding such meetings - monthly, quarterly, or semi-annually. Selectmen Pimenta felt it should be up to the department heads to decide how often they wish to meet. There was no action taken by the Board.

6. Ms. Bethune inquired about benefits for full-time employees now that she and Bill each work 34 hours per week. Chairman Johnston said that this is a priority area that Ms. Cleveland will be working on and that she can review the present benefits with her.

7. Ms. Bethune asked if there is anything in particular the Board would like to know about when she comes in for her monthly meetings. The Board stated collectively that it is a time to air concerns or ask questions and report on any problems.

8. Ms. Cleveland inquired about the status of the waste disposal contract which is due to expire in December. Ms. Bethune said a review of available facilities and their tipping fees has begun.

Harold "Bo" Strong was in to bring the Board up to date on the site work which remains to be completed for the new Police facility. To date, \$3,200 has been spent. Mr. Strong expects that the remaining balance will cover the removal of the stumps from the site (\$580.) and the preparation for the foundation (\$1,100 - \$1,200). The Board was in agreement that it was not necessary to put the excavation for the foundation out to bid. Mr. Strong reported that Dennis Surette is scheduled to shoot the elevation grades tomorrow and will prepare the foundation drawings so it can go out to bid. Chairman Johnston also expressed his desire that the Board compensate Mr. Sarette for up to one week of his time needed to complete the drawings.

Lee Murray, Road Agent, was in to report that a significant shoulder washout occurred along Mont Vernon Road on Sunday, April 17. The cause was the result of the partial removal of a beaver dam on the property of Ramona Mercer on Hooper Hill Road. The level of Bailey Pond was in effect lowered 10-12 inches without any warning. The Board and Mr. Murray agreed that a letter should be sent to the property owner to inform them what happened and to ask them to notify the proper authorities before any future work is done. Ms. Cleveland will draft the letter.

Mr. Strong inquired when the Board would take action on the culvert in front of the Hamel property on Lyndeboro Road. The Board said that Ken Hamel will be contacted so everyone will be in agreement before the work is done.

APPROVAL OF MINUTES

The Board approved the minutes of April 11, 1994.

ADMINISTRATIVE

The Board approved the weekly payroll and accounts payable.

A application for the Police facility septic system design approval to the NH WSPC was signed by the Board.

The following current use applications were approved and signed:

Map 15, Lot 51

Map 15, Lot 48

Map 14, Lot 83
Map 08, Lot 84
Map 13, Lot 11
Map 14, Lot 120

Pistol permits were signed by Chairman Johnston.

Yield tax certifications were approved and signed as well.

UNFINISHED BUSINESS

The Board reviewed a letter from Dennis Sarette, Building Inspector, regarding the Fillmore Zoning Compliance at 253 and 255 Mont Vernon Road. The Board agreed with the Planning Board for Dennis to give the Fillmore's sixty days to correct the present zoning violation before any further action is initiated.

Selectman Pimenta reported to the Board that the Supreme Court has agreed to hear the Thomas P. Quirk, Friendly Beaver Campground appeal. The Town's portion of the cost for the transcript will be \$3,700.

The agreement to transfer Herbert Scott's current gravel permit to New Boston Aggregate Corp. was not signed by the Board as Mr. Scott has yet to sign the agreement. When he signs it, the Board will sign it at their next meeting.

NEW BUSINESS

Ms. Cleveland requested approval to attend a conference on Employment Law in Portsmouth on May 5, 1994. The Board approved the request.

The Board reviewed and discussed a draft detailed job description for Ms. Cleveland's position as Town Administrator. Each member felt the job description was adequate and met their view of the position's role. The Board and Ms. Cleveland agreed mutually to implement this job description.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted by Lorraine Cleveland
Town Administrator