

DRAFT

Town of New Boston

Selectmen's Meeting Minutes

August 10, 1998

A regular meeting of the Board of Selectmen was called to order at 7:04 p.m. by Selectman Clay.

PRESENT: Susan J. Clay, Selectman
Lois A. Briere, Selectman
Todd I. Selig, Town Administrator
Kevin J. Coyne, Intern

At 7:09 p.m. Chairman Strong arrived for the meeting at which time Selectman Clay returned authority over the Selectmen's Meeting to him.

Selectman Clay made a motion to accept the Selectmen's Meeting Minutes from August 3, 1998 as corrected. Selectman Briere seconded the motion. The motion passed unanimously.

At 7:10 p.m. the Selectmen met with Linda Sizemore, Selectmen's Secretary & Assessing Coordinator, to discuss the Tax Collector transition process and the workload in the Selectmen's Office. Because personnel issues would be discussed, Selectman Clay made a motion to enter non-public session per RSA 91 A:3,II,a. Selectman Briere seconded the motion. Chairman Strong voted in favor of the motion; Selectman Clay voted in favor; Selectman Briere voted in favor. Ms. Sizemore is concerned that the resignation of the Tax Collector will result in her having to perform duties associated with tax collection. Ms. Sizemore stated that she is already "maxed out" from her duties as Selectmen's Secretary and Assessing Coordinator. In fact, Ms. Sizemore asserted that her assessing duties alone constitute a full-time job. Consequently, Town Administrator Selig has been performing secretarial duties which he should not be. Ms. Sizemore said that she has performed duties beyond her job description because she believes it is the duty of public servants to unequivocally serve the public. Finally, Ms. Sizemore agreed that change could not occur immediately but she would not perform tax collection duties other than accepting tax payment checks. Ms. Sizemore offered that she believed the Town Clerk wanted more hours so perhaps the positions of Town Clerk and Tax Collector could be combined. Selectman Briere agreed that Ms. Sizemore was overworked and suggested the possibility of hiring temporary help. Selectman Briere stated that perhaps Deputy Tax Collector Margit Hooper could take on the Tax Collector's duties. However, Selectman Briere was concerned that tax collecting duties could impinge on Ms. Hooper's duties as Town Clerk. Selectman Briere stated that the Selectmen should do all they can to relieve the burdens on Ms. Sizemore. Chairman Strong suggested the Selectmen do more -- particularly in the administration of Welfare. Chairman Strong also suggested allowing the Town Clerk to accept tax payment checks and to perform tax collecting duties if they do not interfere with Town Clerking duties. Furthermore, Chairman Strong stated that a meeting should be held with the new Town Administrator in order to delegate office

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workloads. Finally, Chairman Strong expressed his view that part-time employees' concerns are being given disproportionate weight. Selectman Clay stated that she may know of someone who'll apply for the Tax Collectors position. Selectman Clay also suggested a meeting with hte new Town Administrator to hammar out work assignments. Selectman Clay suggested that Nicola Strong could accept tax payment checks as well. Selectman Clay expressed misgivings about combining the positions of Town Clerk and Tax Collector because the Tax Collector also performs the job of Bookkeeper -- this could prove to be too much work for one person. Town Administrator Selig noted that both Margit Hooper and Nicola Strong should be consulted if their job descriptions are going to be changed. The Selectmen committed themselves to do whatever they could to ease office workloads for Ms. Sizemore and asked her to approach them at any time if she is feeling overwhelmed. Selectman Clay made a motion to exit non-public session per RSA 91:3,II,a. Selectman Briere seconded the motion. Chairman Strong voted in favor of the motion; Selectman Clay voted in favor; Selectman Briere voted in favor.

Tomorrow 8/11/98 at 3:30 there will be a site walk of the McCurdy Road construction near the property of Mr. Horner. Todd Connors has a letter outlining specifically what the Town will do in front of the Horner property. The plan in this letter should meet the needs of both the Town and Mr. Horner. Tomorrow Town Administrator Selig, Mr. Horner, Road Agent Murray and Elliot Construction Co. will meet to go over this plan. The Selectmen signed the plan and may attend tomorrow's meeting.

Nicola Strong received an anonymous letter of complaints for the Planning Board. Chairman Strong ordered that no action be taken on the basis of an anonymous letter and that it should be filed for future reference should that person(s) ever come forward.

The letter to John Winslow is ready to be signed.

Tomorrow 8/11/98 at 8:30 a.m. there will be a Cable Consortium Meeting in Milford, NH. The auditing company was not happy with Harron's financial statements. Therefore, the Cable Consortium may recommend a further extension or more disclosure.

Mony Sharma of the Southern New Hampshire Planning Commission has informed the Town that the State is talking about improving the intersection of Molly Stark Road and Route 13. The project is moving forward and we should receive contact from the State in the future.

Town Administrator Selig has discovered an error in the Town's Personnel Plan. The Plan defines a full-time worker as working 35 hours per week. However, on page 20 in the Benefits section full-time is defined as 30 hours. A clarification shall be sent to employees that 35 hours is considered full-time.

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Selectman Clay informed the Board that the Town of Francestown adopted Town wide speed limits through motion by Selectmen. Mont Vernon did the same thing after holding a public hearing. Town Administrator Selig suggested that we too hold a public hearing prior to a Selectmen's vote.

No action has been taken at this time regarding the variance for the Monboquettes.

Mr. Selig informed the Board that in the absence of an Emergency Director the Chairman of the Selectmen assumes the role.

The memo regarding conservation from the last Planning Board meeting was forwarded by Mr. Selig to the Forestry Committee.

At 8:00 p.m. the Selectmen met with Mr. Clifton Wilson who is seeking abatement of interest for 4 properties he owns. They are as follows: 003-003 on Helena Dr. @ \$103.47; 002-066 on Wilson Hill Rd. @ \$285.62; 002-062 on Middle Branch Rd. @ \$2290.65; 022-027 on Middle Branch Rd. @ \$15.50. Interest on all 4 parcels is from 1996 to present. While the Selectmen agreed that the State mandated interest rate of 18% was too high, they found no extenuating circumstances warranting an abatement. The request was denied by a consensus of the Selectmen.

Lou Maynard asked the Selectmen about the outcome of Mr. McCarthy's evaluation of the dam. Selectman Clay stated that she feels the State is not totally against the project as they have made several suggestions for alternate projects. Selectman Clay believes more discussion is needed and that, once costs are known, the Town could vote on it a warrant article. Chairman Strong stated that with the approval of the Conservation Commission and the Piscataquag River Association, the project would be on the fast track. Without their approval, it will be extremely difficult to get the project off the ground.

Because the Selectmen were interviewing a candidate for the Town Administrator position, Selectman Clay made a motion to enter non-public session per RSA 91 A:3,II,b. Selectman Briere seconded the motion. Chairman Strong voted in favor of the motion; Selectman Clay voted in favor; Selectman Briere voted in favor. The Selectmen interviewed a candidate for the Town Administrator's position. The Selectmen then reviewed the applications of the 5 finalists for the position of Town Administrator. The Selectmen decided to offer the position to Burton Reynolds at pay step one. Mr. Selig was authorized by the Selectmen to offer Mr. Reynolds pay step two if he refused pay step one. Mr. Selig will set up days for orientation if Mr. Reynolds accepts. Selectman Clay made a motion to exit non-public session per RSA 91 A:3,II,b. Selectman Briere

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seconded the motion. Chairman Strong voted in favor of the motion; Selectman Clay voted in favor; Selectman Briere voted in favor.

Town Intern Kevin Coyne asked to address the Selectmen in order to express his appreciation for the opportunity afforded him by the Town of New Boston. Mr. Coyne stated that not only was his time here an excellent educational experience, but he considered himself quite fortunate to have worked with such generous and friendly people. The Selectman thanked Mr. Coyne for his efforts and wished him well.

The next Selectmens meeting is scheduled for August 17, 1998 at 7:00 p.m.

The next Planning Board meeting is scheduled for August 11, 1998 at 7:30 p.m.

The Selectmen reviewed and signed payroll/accounts payable warrants, intent to cut forms and other miscellaneous documents.

At approximately 9:30 p.m. Selectman Clay made a motion to adjourn. Selectman Briere seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Kevin Coyne
Town Intern