

**Town of New Boston
Selectmen's Meeting
October 3, 2011**

<u>PRESENT:</u>	Rodney Towne	Selectman
	Dwight Lovejoy	Selectman
	Christine Quirk	Selectman

Also, Brandy Mitroff, Amy Parrish, Victor Parrish, Road Agent Dick Perusse, and Road Committee Members Willard Dodge and Tom Miller were present.

CALL TO ORDER: Rodney Towne called a regular meeting of the Board of Selectmen to order at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda-The Selectmen signed the consent agenda. Christine moved to approve the consent agenda. Dwight seconded the motion. All were in favor. 3-0

PUBLIC COMMENT:

None.

APPOINTMENTS:

Item 1: Richard Perusse-Road Agent-Discussion relative to a proposed road closing: Dick went out to the Dougherty Lane bridge last week and decided to close the bridge due to scour on a footing. The Selectmen reviewed a diagram he provided showing the amount of scour that was possibly caused by displacement of a rock. He closed the bridge Thursday morning and notified police, fire, the bus company and affected residents on Dougherty Lane. The Selectmen agreed the right decision was made. Repair work probably won't be done this year; Dick plans to monitor the situation and can research the extent of the situation more if necessary. Rodney also wanted to clarify that Burton Reynolds didn't enter into the agreement with Holden Engineering for engineering work on this bridge as may have been implied at the last meeting. Rather Rodney signed the contract with Holden Engineering.

Item 2: Mr. Ken Lombard and David Woodbury Request for non-public session per RSA 91A: 3,II (d) Legal-Land acquisition discussion: Cancelled and rescheduled for the October 17th meeting.

OLD BUSINESS:

Item 3: Approval of Minutes of September 19, 2011 Public and Non-Public:

Minutes of September 19, 2011 - The Selectmen reviewed the minutes. Dwight moved that they be accepted as presented. Christine seconded the motion. All were in favor. 3-0

Non-Public Minutes of September 19, 2011 - The Selectmen reviewed the non-public minutes. Christine moved to seal the minutes for a period of one year. Dwight seconded the motion. All were in favor. 3-0 Christine moved that they be accepted as presented. Dwight seconded the motion. All were in favor. 3-0

Item 4: Award of Sand Bid For Winter Maintenance: Road Agent Dick Perusse reviewed the preferred grade of sand to be used for winter maintenance with the Selectmen. The Selectmen reviewed the bids received. The lowest bid for material and delivery was from Thibeault Corp. The Selectmen have concerns about the quality of sand received from these bidders. Dick said all bidders have allowed the Highway Department to view the sand they would provide to the town except Thibeault Corp. Christine moved to approve Thibeault Corp.'s bid pending Dick Perusse's review of the material. Dwight seconded the motion. All were in favor. 3-0 Dick said material received will be spot checked during the process.

NEW BUSINESS:

Item 5: Discussion Re: Budget Guidelines for 2012 Budget Preparations: Department Managers have said that they didn't have much guidance from the Selectmen last year during the budget process and their budgets were cut short when they met with the Selectmen about the budgets. This year the Selectmen have asked Department Managers to include what they would like in their budgets then meet with the Finance Committee and the Selectmen. Salary increase percentages could be an important part of the budget this year. Brandy Mitroff was present and said as a member of the Finance Committee she feels Department Managers should get guidance from the Selectmen and consider other items and how the budget would allow for them. In previous years some items were not brought forward and the Selectmen and Finance Committee were not even aware there was a need. Rodney said there is typically a 2-3% increase in the budget every year. He does not want to see increases in the Selectmen's budget due to the fact the economy doesn't seem to be recovering. Brandy said that salaries are frozen all over the country. Fuel usage has to remain the same even though the costs are going up. Health insurance has had a big effect on the budget in the past. Legal has been going overbudget continuously as has welfare. These items are in the Selectmen's budget as well as many other departments. Employees are not underpaid at this point according to Finance Committee member Brandy Mitroff. She also said that most Finance Committee members feel some sort of salary cap is necessary this year. Burton Reynolds (the former Town Administrator) would sometimes cut items before it went to the Selectmen or the Finance Committee, but this has not seemed to be an issue in the past couple years. Peter said he plans to level fund to the best of his ability in preparing the budget He noted that he would have to take into consideration the fixed costs that don't have much flexibility to cut. He is not sure if employees are expecting salary increases or COLA this year. He won't cut department budgets before they go to the Selectmen but instead might make some recommendations to the Department Managers. They need to make their own budget then it will be reviewed through the process. The Department Managers usually bring in good budgets and have been able to work through the process successfully in recent years if there are any issues. So far, Peter has not heard any complaints from employees concerning their salaries or benefits.

Item 6: Discussion of CIP Requests From the Selectmen's Office: Peter and Dwight attended the entire recent CIP meeting and Rodney also attended part of it. Peter said he learned a lot from it. The Departments were asked to be prepared when they meet with CIP this year. Peter reviewed some potential items with the Selectmen and said land acquisition and updates to the phone system won't be included in the CIP this year but would be in the operating budget and may include a 'bond' issue for any major land purchasing agreement, if submitted. There was discussion on what action the Selectmen want to take on continuing the Town Hall Renovation CIP item and the town revaluation CRF item. Peter will confirm the projected revaluation amount planned will be enough with Assessor George Hildum. The town is collecting now towards the reval update. If the Selectmen decide to discontinue the Town Hall renovation CIP it should be kept in view pending a good plan, as more renovations will be needed in the future. Rodney will review the Town Hall renovations plans with Architect David Ely and Construction Manager Lee Brown before making a decision. CIP items and amounts were reviewed. **Rodney asked Chairwoman Brandy Mitroff (who was sitting in the audience) if the Board could have an extra week to obtain further information on the 'town hall renovation' schedule in order to better justify its retention. The Selectmen will meet with CIP at their final meeting scheduled for October 12.**

Item 7: Review Revised Job Description for Selectmen's Office Administrative Assistant: The new job description was created using a combination of the job descriptions from both of the previous Selectmen's office assistant job descriptions. The Selectmen reviewed the new job description for the full time office assistant and confirmed that a new job description was created and agreed for a part time assistant. Victor recommended prioritizing the chain of command so the person knows who their boss is. The job description will be changed to reflect Town Administrator is the supervisor but any employee can go directly to the Selectmen if there is an issue that cannot be decided or brought to closure by the Town Administrator. The personnel manual dictates the process of 'chain of command' as Rodney has spoken to both assistants about supervision exercised within the department. The person holding the full time position would supervise the part time position. The tax collector position is still supervised by the Town Administrator. Christine moved to accept the Selectmen and Assessing Office Administrative Assistant job summary with the two changes discussed. Dwight seconded the motion. All were in favor. 3-0

OTHER Business:

Item 8: Town Administrator's Report: Peter reported on the following items:

- 1. Fuel Agreement:** A fuel agreement of \$3.19 per gallon from Putnam was entered into for all departments. The town won't be joining the SAU buying group this year. The fuel company was noticed of approval and acceptance.
- 2. SNHRPC-Thank you letter for shelving:** Peter sent a letter of thanks on behalf of the Board for shelving they gave to the town that has been very useful.
- 3. Department Managers Meeting:** The recent Department Managers meeting on September 21 was a success. Peter has a couple items to follow up on. These meetings will continue monthly.

4. **Budget worksheets:** These were sent to all Department Managers to use in preparing their budgets and are due by the second week of October.
5. **Gregg Mill Road Bridge Status:** Peter will contact Holden Engineering regarding the contract. This will be discussed in non-public.
6. **Daugherty Lane Bridge Status:** As above under Item 1.
7. **Dick Perusse –post performance evaluation and probation pay adjustment:** To be discussed in non-public.
8. **Assessing Clerk/Selectmen’s Administrative Assistant-Job Description:** As above under Item 7.

Item 9: Selectmen’s Reports:

Planning:

- There was a discussion regarding potential zoning ordinance amendments for 2012 and the status of 2011 Planning Board goals. Two changes discussed were a 20’ depth limit on culverts and interest in changing a few buildings in town to businesses. The Planning Board is researching the possibility of qualifying these.
- Vista Road was finalized.
- Stephen and Denise Ingrando submitted their application for a chiropractic business on Woodbury Road.
- Earth removal permits were given to Strong Brothers Gravel Corp., Middle Branch Associates and the Strongs on Lyndeborough Road.
- A compliance hearing was held for Margaret McGann’s gift and antique shop on Old Coach Road. They assert they have made several successful attempts to drive out of their parking area onto Old Coach Road as they were requested.
- A compliance hearing was held for Kim Martin’s home gift shop at 70 South Hill Road.
- Lynn Strong sent a letter requesting a four-year extension of her site plan approval deadline, as she cannot afford to complete her obligations per her original plan to expand her day care center due to the economy.
- Richard Riendeau proposed an auto repair business where Cornerstone Auto used to be.

Employee e-mail addresses: Rodney spoke to Planning Coordinator Nic Strong about using her New Boston e-mail address instead of her Juno account from now on unless there is an important issue preventing this change. She has not mentioned any issues so the Selectmen asked Peter to make sure she changes her e-mail address. The new e-mail system is being fine-tuned.

PUBLIC COMMENT:

Tom Miller was present and asked about the CIP amount for the latest design of the Riverdale Road bridge and was told the Selectmen are not sure at this time. Tom expressed concern that if the right amount is not budgeted the town could lose the state bridge aid for this bridge. Peter will contact Nancy Mayville at NH DOT to get the right price. The bridge design price probably won’t be ready until winter. A design request form will probably need to be submitted. \$416,000 is budgeted but the actual cost is probably three times that amount. The state and town share the cost. Approval to move this bridge up in the bridge aid plan was received in March and was swapped with repair of the Gregg Mill Bridge. Peter asked Tom to attend the CIP meeting Wednesday.

Victor Parrish was present and said he has started the process of soliciting feedback from residents about forming a New Boston gun club. He has been in touch with the police chief about this possibility. Brandy said there might be money in the DARE budget for gun education for children and this is possibly distributed through activities held by the Recreation Department not through the school.

Willard Dodge was present and asked if the town could use some file cabinets as some have been donated to the 4H center and they can't use all of them. The Town Administrator and Selectmen will look at them to see if the town can use them.

Item 10: Move to enter Non-Public Session: Dwight made a motion to go into Non-Public session per RSA 91-A:3II(a) and (c) Legal and Personnel at 7:32 PM. Christine seconded the motion. Roll call vote: Rodney Towne-yes, Dwight Lovejoy-yes and Christine Quirk-yes. The Board then entered non-public session after a poll of all members.

Move to exit Non-Public Session: Rodney Towne made a motion to exit Non-Public Session at 7:50 PM and Christine seconded the motion. Per Roll call vote: Rodney Towne-yes, Dwight Lovejoy-yes and Christine Quirk-yes. 3-0

Dwight moved to increase the pay for Road Agent Richard Perusse by \$1.00 per hour to \$26.00. Motion seconded by Rodney Towne and all voted in favor 3-0.

Dwight moved to increase the pay for Selectmen and Assessing Administrative Assistant Laura Bernard by \$1.00 per hour to \$17.75 and all voted in favor 3-0.

ADJOURNMENT: Dwight made a motion to adjourn the meeting at 7:52 PM. Christine seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien