

**Town of New Boston
Selectmen's Meeting
May 16, 2011**

<u>PRESENT:</u>	Rodney Towne	Selectman
	Dwight Lovejoy	Selectman
	Christine Quirk	Selectman
	Burton Reynolds	Town Administrator

Brandy Mitroff, Amy Parrish, Dick Perruse, Jay Marden, Candy Woodbury, David Ely, Lee Brown and Ken Lombard of the public were present.

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

B. PUBLIC COMMENT:

None.

C. APPOINTMENTS:

1. 6:00 PM Dick Perusse Highway Department

Road Agent Dick Perusse was present to meet with the Selectmen to discuss projects the Highway Department is working on:

- Dick recommended the appointment of Terry Gordon as the Highway Department Foreman. This position was posted and the deadline for applications closed Friday. Terry was the only applicant. The Selectmen feel he is qualified based on his experience and performance at the Highway Department. Christine moved to appoint Terry Gordon as the Highway Department Foreman. Dwight seconded the motion. All were in favor.
- Dick recommended the removal of Bob LaPointe as a snowplow contractor. A letter explaining this was sent to Bob this month and Dick also called him to discuss the decision. The department is too heavy on one-ton plow trucks and Bob was the most recent hire for this purpose.
- Dick has made an arrangement with Outdoorworld of Hooksett to remove woodchips from the Highway Department yard. They are purchasing 30-32 tons of woodchips each load at \$6.00 per ton. Outdoorworld owns Manchester Sand and Gravel where the town does business purchasing other material and Dick is trying to make an arrangement where Outdoorworld would pay Manchester Sand and Gravel for the woodchips they are purchasing from the town and the town would then have a credit to use at Manchester Sand and Gravel. Otherwise Outdoorworld will cut a check to the town. They are also interested in stumpage and logs. The Transfer Station may also wish to participate in this arrangement with Outdoorworld.
- The Highway Department is working at the Sherbourne Lot using it as a stockyard area, cleaning the lot and gathering material. Some requests have come in to use some material on private land. This may be allowed after the interested parties sign releases.

- Dick is beginning cleanup at the Highway Department and plans to remove some of the used snowplows stored in the yard. Some do not belong to the town. There is no way to contact one owner to see if he still wants his plows. These have not been used for 6 years. Dick and Burton decided to remove them another way. John Ryan also owns some of the plows. He still lives in town and has been called but has not responded. The town will also send him a letter asking him to contact them about his plows. Another plow owned by the town has a push frame the town will keep but the rest is rotted and will be removed/sold.
- Paving of Bog Brook Road was discussed. Dick recommends hiring a cracksealing company from Concord who has looked at the road and expects to be able to crackseal the road in one day for \$3,500. This should be done and allowed to harden for 3-4 weeks before the overlay if the town decides to use overlay. Dick also recommends using 2" of overlay instead of 1.5".
- Copies of some complaints the Highway Department has received were given to Burton the Selectmen for their review.
- Dick has color-coded the old and proposed plow routes for the Selectmen's review.
- The Highway Department has been working Monday through Thursday since May 1.

2. 6:30 PM

George Dow

TD Bank

George Dow from TD Bank was present to meet with the Selectmen to discuss options for town accounts. The bank is changing the way it does business due to the industry. The bank used to be able to pay 4-5% interest on deposits but now pays .2%. The old accounts allow the bank to waive fees, provide FDIC and other services to the account, but this costs the bank .21%, not enough to cover the services the bank was able to cover before. George reviewed the options with the Selectmen. He noted the account could change again in the future if the interest rates get better. Under the new account the town will have to keep a higher balance in the account to support town spending each month. The town will then receive more interest based on the higher balance than it would if it kept the same kind of account it has now. The town has a sweep account and George is recommending the town change to the municipal advantage account. The change needs to be made before June 1. George commended the Selectmen for their interest in the town accounts. The Selectmen decided to change the town account to the municipal advantage account.

3. 7:00 PM

Footbridge Committee

Footbridge Access Land

Jay Marden and Candy Woodbury were present to meet with the Selectmen to discuss the decisions the Footbridge Committee made at their last meeting. Committee Chairman Sandy Van Scoyoc was unable to attend tonight's meeting. Jay reported 4 of 7 members attended their last meeting and decided to decline Mr. Tracy's offer to sell the land to the town and make no counteroffer. The committee left it up to the Selectmen to make another offer. The Committee thought it might be better to return to the Montgomerys to see if they are interested in having the footbridge on their property. An easement has been discussed with them in the past. They had an issue with liability. The town could also consider buying or trading the needed land with them. The Committee recommended Burton contact the Montgomerys to see if they are interested in these options, ask Holden Engineering to attend any and all meetings with the Montgomerys to answer any and all questions the Montgomerys may have and to update Tom

Jamieson at NHDOT on the status of the footbridge. The Selectmen will send them a letter expressing interest in the location. The committee still needs to raise \$20-21,000 for matching funds and cannot raise the \$150,000 Mr. Tracy asked for to purchase his land. The project deadline is June 2012. If no progress is made by then an extension will be needed from NHDOT. The Selectmen do not plan to make another offer to Mr. Tracy and will write to the Montgomerys and Heidi Palmer, Mr. Tracy's real estate representative. The Footbridge Committee will continue to meet once a month.

D. APPROVAL OF MINUTES:

1. Minutes of May 2, 2011 - The Selectmen reviewed the minutes. Corrections were noted. Dwight moved that they be accepted as amended. Christine seconded the motion. All were in favor.

2. Non-Public Minutes of May 2, 2011 - The Selectmen reviewed the non-public minutes. Christine moved that they be accepted as presented. Dwight seconded the motion. All were in favor.

E. OLD BUSINESS:

1. Planning:

- The Planning Board reviewed subdivision site plan and drainage regulations.
- The Planning Board reviewed the CIP schedule and process.
- The Planning Board set the summer schedule.
- The Planning Board voted not to approve the Forestview II subdivision.
- The Planning Board voted to fully approve the Twin Bridge development and set guidelines and finances for the project.
- A sitewalk was held at Vista Road, LLC but the Planning Board could not accept this subdivision as the area was not marked and no Vista Road representatives were present. Another sitewalk will be scheduled and their representatives will be required to attend.

2. Conservation Committee Appointment-Joel Bedard is resigning from the Conservation Committee. Mike DePetrillo reapplied for his position as an alternate to the Conservation Committee. The Committee will decide who will replace Joel as a regular member at their next meeting. Christine moved to accept Mike DePetrillo's application for reappointment as an alternate to the Conservation Committee for a term of three years. Dwight seconded the motion. All were in favor.

3. Town Hall Project-Lee Brown and David Ely were present to meet with the Selectmen to discuss issues with the Town Hall renovation project.

- Paper retention management was discussed. Lee and David plan to identify each department's files and prioritize them for adaptation to digitization. They have found a firm in Portsmouth that can handle the digitization of town files. They noted that files two years old or newer are generally used the most often. Older files are not used as often and some take up a lot of storage space in the building. RSAs permit digitization. They suggested the Building Department and Assessor's office could be the first to digitize their files, then the Planning Department. Lee suggested Jack Ballard could be hired at around \$14 to catalog and inventory the files. The Selectmen agreed to hire Jack for this purpose.

- Lee met with Fire Chief Dan MacDonald and Fire Inspector Russ Boland about tying the Town Hall into the cistern. They suggested a hydrant backfeeding into the sprinkler fire protection system instead of a pump in the basement and this would save \$10,000 to be used in other areas of the project.
- In the telephone closet it was recommended the lines be cleaned up and a separate supply storage closet would be built instead of storing these supplies in the telephone closet.
- Different aspects of the project need to be prioritized. One item that is a priority is moving the bookkeeper to the old recreation department space. The walls were scanned and the building department and old recreation department were found to not be insulated. The old recreation department also has issues in the ceiling above it such as a hole causing heat to rise into the attic and heat the roof. Lee and David asked if the walls and ceiling should be insulated before the bookkeeper moves into the space. Flooring is also needed before she moves in. Attic insulation is a priority project. The clock mechanism is an uninsulated shaft from the top to the bottom of the building and this also needs to be insulated.
- Lee and David have been organizing upstairs and in the basement and basement stairs. Decisions need to be made on what to keep.
- Lee and David asked to meet with each department again to discuss furniture and telephone data locations in each office. The server location and any lighting placement changes also need to be discussed.
- Asbestos is present in the backroom (floor tiles). This can be remediated in one day, maybe even a Saturday when no one is working at the Town Hall.
- The backroom files can be stored in the Old Engine House until the renovation of that space is complete.
- The boiler room needs to be closed. This is a priority project.
- Irene's office renovation will also be scheduled soon.
- Use of the money allocated for energy improvements based on the recent consultant assessment also needs to be prioritized.

Lee also discussed progress on the Old Engine House renovations as follows:

- The ceiling insulation is not yet complete. It was found to be worse than anticipated, as there was no insulation in the front.
- 60 years worth of wiring was cleaned out. The phone lines come through that building. Verizon is reworking these.
- The foundation was more extensive to patch than expected.
- These items were fixed instead of purchasing window treatments.
- A ramp is needed to the interior door.
- The recreation department will create a room for seniors to spend time together in the building after the Town Hall files stored there during the Town Hall renovations are permanently removed from the building. Moving expenses should also be included in the Town Hall renovation budget.
- New light fixtures are installed in the Old Engine House.
- Infrastructure and heat are working and the Recreation Department is now working in the Old Engine House.

Lee also discussed grounds maintenance as follows:

- The new mower is in and getting serviced.
- Spring cleanup at the ballfields and town properties is complete.
- An equipment storage trailing is needed.
- He recommended the town consider leveling the walkway between the granite and the brick in front of the Old Engine House.
- There are some moisture issues at the gazebo. Some have been fixed.

F. NEW BUSINESS:

1. **Selectmen Coverage for Special Election-**Dwight will attend the election tomorrow from 7:00 to 11:00 AM, Christine will be there from 11:00-2:00 PM, Rodney will attend from 2:00-5:00 PM and Christine will return at 6:00 and stay to the end.
2. **July 4th Association Sign-**A request was received for a sign to remain in place for 18 days instead of the 14 days allowed under the town ordinance. Christine moved to give Code Enforcement Officer Ed Hunter permission to extend this sign permit by four days. Dwight seconded the motion. All were in favor.
3. **Purchasing Policy Amendment-**A sentence will be added to the purchasing policy that any purchase over \$5,000 needs to be reviewed with the Town Administrator. This was discussed with the Department Managers at their last meeting and they understand the change. The Selectmen also agree to the change.

G. OTHER:

1. Rick Matthews will bring the new principal to the Town Hall Wednesday at 1:00 PM to meet the Selectmen and Department Managers.
2. Jan fell and broke her leg. She saw the doctor today, is doing well and will return to work tomorrow.

H. PUBLIC COMMENT:

Ken Lombard was present and noted he will speak with Vinnie again at Thibeault Corp. about some land the Town is interested in purchasing.

I. Move to enter Non-Public Session: Christine made a motion to go into Non-Public session per RSA 91-A:3II(a) at 8:35 PM. Dwight seconded the motion. All were in favor.

J. Move to exit Non-Public Session: Christine made a motion to exit Non-Public Session at 8:45 PM. Dwight seconded the motion. All were in favor.

K. ADJOURNMENT: Christine made a motion to adjourn the meeting at 8:45 PM. Dwight seconded the motion. All were in favor.

Prepared by Maralyn Segien