

**Town of New Boston
Selectmen's Meeting
June 6, 2011**

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

Dan MacDonald, Brian Wells, Russ Boland, Brandy Mitroff, Amy Parrish, Dick Perusse, Laura Bernard, Dottie Filmore, Willard Dodge, Lester Byam, Lee Brown, Tom Miller and David Ely 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:

Dottie Filmore of 40 Jessica Lane was present to meet with the Selectmen to discuss some concerns about a recent experience she had at the Town Clerk's office. She recently received a mailing regarding her registrations that are due this month that noted a \$1.00 fee for mail in registrations. Dottie decided to go to the town hall to do this business instead of mailing but was still charged the \$1.00 fee. Another resident also asked about this and was told in an inappropriate manner that the fee is actually an administration fee and everyone has to pay it even if they do not mail in their registrations. Dottie then went to Manchester to finish her registrations and paid \$1.00 extra and was told that fee does not apply in Manchester and the clerk there expressed the fee was unnecessary. Dottie spoke with Burton expressing that the Town Clerk is not doing her job properly and may be using the fee as a backdoor to get more money. She was told to put this in writing and send it to the Selectmen. She has prepared a letter and gave it to the Selectmen. The Selectmen said they have no control over this decision, as the Town Clerk is an elected position but they did remember the \$1.00 fee being approved by the Selectmen at a previous meeting. Brandy Mitroff was present and noted she had published an article in the New Boston Bulletin about the fee and thought the explanation of the fee as a mailing fee was odd. Selectman Towne offered to meet with Irene to be refreshed on what the fee is for and then get back to Mrs. Filmore.

C. APPOINTMENTS:

1. 6:00 PM	Dan MacDonald	Fire Department
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Fire Chief Dan MacDonald, Department member Brian Wells and Fire Inspector Russ Boland were present to meet with the Selectmen to discuss the federal SAFER grant recently awarded to the town. The men presented a powerpoint presentation explaining the grant and their plans on how to implement it over the next four years. This is a one of a kind/first of its kind program. Using grant money, the Town will pay the tuition costs for paramedic training and certification

and in return the students will supplement our daytime ambulance coverage. Victor Parrish was present and thanked them for their effort and the application and award of this money to benefit the town. He asked if the program could be continued somehow after four years or the same amount of money being spent on the training could be used to hire a paramedic at that time. The men said this is a solution to provide coverage during daytime hours for the next four years. There are many other options they are considering as well such as hiring coverage per diem funded by the medical billing or applying for another SAFER grant at the end of the four years.

2. 6:20 PM

Laura Bernard

Selectmen Office Clerical Job

Selectmen's Secretary Laura Bernard was present to meet with the Selectmen to discuss projects she is working on in the Selectmen's Office.

- There is an opening for a part time clerical person in the Selectmen's office. Linda Sizemore has decided to retire in seven weeks. Laura has reviewed the job descriptions and created two job descriptions for the Selectmen's office for the Selectmen's review. The part time position would be 18 hours per week, three 6-hour days per week. The Selectmen approved. The position will be advertised internally first and if no suitable candidate is found an outside posting will be advertised.
- Laura has been creating total compensation reports with a pie chart demonstrating their benefits to be given to each full time employee then yearly every spring during spring reviews. The Selectmen will review the letter of introduction to be included with each pie chart.
- The town's e-mail provider is going out of business at the end of the month. They have been providing free e-mail service to the town for years. Laura has been researching other options including e-mail through google and virtual town hall. She is interested in the virtual town hall option but will try to get more information from google. A decision will need to be made within the next two weeks.
- The copier maintenance contract needs revision as the salesman made some mistakes when this was prepared. Laura and Burton are working on this with the salesman.

3. 6:50 PM

Tom Miller

Road Committee

Road Committee members Tom Miller, Willard Dodge and Lester Byam were present to meet with the Selectmen to discuss some concerns that have been recurring at the Road Committee meetings.

- The future of the RSM program through UNH is unknown. Four Road Committee members including Tom, Willard, Roch Larochelle and Dick Moody were trained on this program last year. It has come to Tom's attention that the bill was never paid. This is a \$520 invoice outstanding from last year. He is asking the company to confirm this. To finish and install the program on the computer would be an additional \$595 plus a one-time \$130 fee. These are not in the 2011 budget. The unused funds from 2010 have now lapsed as of December 2010. If UNH doesn't continue the program other similar programs are available. The Road Committee thinks this type of program would be beneficial to the town. The Selectmen support the concept of the program. If the Road Agent and the Road Committee support it the Selectmen recommend they move forward. If the Road Agent and the Road Committee feel it is time to cut from the RMS program

that is ok with the Selectmen. Tom will research options and meet with the Selectmen again.

- Tom asked that Bill Rosignol from Holden Engineering be contacted as proposals on both bridges are due this month. The Gregg Mill Bridge needs to be repaired. This is behind and it may now take until fall to obtain DES wetland permits. The Doherty Lane Bridge is in a similar position. Burton will call Bill tomorrow.
- The opening for a Road Committee member will be advertised in the New Boston Bulletin.
- The Road Agent and Road Committee are concerned, as they were never notified that there could be a drainage issue at the Lorden development until they read it in the New Boston Bulletin. They asked that at the very least the Road Agent be involved in these decisions in the future. The Planning Department will be asked to include the Road Agent on all notices of meetings involving roads and drainage and when there are any changes in plans regarding roads and drainage.
- The Road Committee is concerned with how the NH Highway Block Grant money has been spent in recent years. They do not want this money to be spent on non-road use purposes as they are concerned there won't be enough left to repair roads in the future. They do not want to get into a bonding situation. The Road Agent should review and approve the use of funds for these projects in advance. There is also a concern that money is being spent out of the Highway Department budget that the Road Agent does not sign for. He has not been notified when block grant money is spent. Burton explained the few instances when bills were paid without copies going to the department and contested the claim Block Grant money was being spent without Department Manager approval.

4. 7:00 PM

Lee Brown

Town Hall Renovation

Construction manager Lee Brown and engineer David Ely were present to meet with the Selectmen to discuss progress that has been made with the Town Hall renovation project. They met with the Town Hall staff last week to review the process and timeline. The project is on track. The schedule should be complete by the end of the week. They are still working on the filing cabinet issue, bathrooms are still an issue, the storeroom might need to be bigger and furniture was discussed. Dave met with Town Clerk Irene Baudreau on the specifics of the clerk's office. The clerk's office renovation will take place mid-July and will be completed within ten days. He will meet with each department for the same purpose. They met with bookkeeper Karen Craven about moving her office upstairs to the old Recreation office space which will be done Friday. The file inventory is complete and was reviewed. Lee met with a file management vendor. They did some attic repairs and insulation, tested for asbestos in the attic and found to be negative, reviewed renovation and maintenance of the stage area, old recreation office, stairwell, sprinkler system, basement and truss structure. They will review costs of the different aspects of the project with the Selectmen at a different date. Once issues are known it will be decided if a CRF is needed or if the town will need to put aside a set amount every year in the Operating Budget to do further renovations. The attic is a possibility for storage of non-paper items. The construction management funding and engineering system of checks and balances the construction and engineering contractors are using was reviewed. They will meet with the Selectmen again at their June 20 meeting.

D. APPROVAL OF MINUTES:

1. **Minutes of May 16, 2011** - The Selectmen reviewed the minutes. Corrections were noted. Rodney moved that they be accepted as amended. Dwight seconded the motion. All were in favor.

2. **Non-Public Minutes of May 16, 2011** - The Selectmen reviewed the non-public minutes. Rodney moved that they be accepted as presented. Dwight seconded the motion. All were in favor.

E. OLD BUSINESS:

1. Planning:

- The Planning Board discussed cul-de-sacs and will discuss this topic again.
- Vista Road major subdivision 2 lots at Byam and River Road still didn't have the roadway marked out at the sitewalk May 21.
- There was a sitewalk May 21 at Margaret McCann's antique shop home business on Old Coach Road where it was noted two parking spaces with a turnaround are needed. A telephone needs to be moved for this purpose.
- There was a sitewalk May 21 at the tower on Thompson Lane. The tower is now up and running.

2. **Potential Tax Deed Situation**-Burton spoke with attorney Dwight Sowerby regarding the applicable RSA's. Dwight recommended the town continue to lien but wait on the eviction. The deed can take place anytime. The Selectmen will also explore other options such as attachment of other properties the affected homeowner owns.

F. NEW BUSINESS:

1. **Tracking Station Meeting and Command Change**-The Command Change Ceremony is scheduled for June 27 at the Tracking Station. Dwight and Rodney will attend. A meeting regarding the ordinance program is scheduled for June 9 at 7:30 PM at the Tracking Station. Dwight and Laura Bernard will attend.

2. **Compensation Pie Chart**-As above.

3. **Email Vendor**-As above.

4. **Copier Maintenance Contract**-As above.

G. OTHER:

1. Dwight is searching for a used pick up truck for the Highway Department to replace the one that the Road Agent was driving that has broken down.
2. Rodney spoke to Lee Brown and will meet with the Road Agent Wednesday to discuss the part time Highway Department employee also helping with the town groundskeeping.
3. The spring employee reviews are ready for the Selectmen's review. They will meet to do Burton's review this week.
4. Rodney will speak with the Town Clerk about the issues discussed during public comment.
5. An application came in for the Fourth of July sign that the committee wishes to remain up from June 19 to July 5 which is longer than the 14 days allowed under the town

ordinance. The Selectmen approved the extension and will notify the code enforcement officer.

6. The Selectmen will develop a response to an e-mail from personnel manual committee member Chris Krajenka regarding the new policy for the committee that was discussed at the recent department manager meeting and included in the minutes from that meeting.
7. The town will start working on the alarm ordinance.

H. PUBLIC COMMENT:

None.

I. ADJOURNMENT: Christine made a motion to adjourn the meeting at 9:20 PM. Dwight seconded the motion. All were in favor.

Prepared by Maralyn Segien