

**Town of New Boston  
Selectmen's Meeting  
March 19, 2012**

<b><u>PRESENT:</u></b>	Rodney Towne	Selectman
	Dwight Lovejoy	Selectman
	Christine Quirk	Selectman
	Peter Flynn	Town Administrator

Road Agent Dick Perusse, Brandy Mitroff, Nancy Foster, Selectmen's Secretary Laura Bernard, Gail Parker, Fire Chief Dan MacDonald, Willard Dodge, Town Clerk Irene Baudreau, and the Brace family were present along with approximately 25 guests and friends.

**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.

***Consent Agenda-Consent approval of appointments of Amy Elkes-Simon and Barbara Thompson to Conservation Commission posts and Mary Koon to Open Space Committee. Also, Jason Webber, alternate Conservation Commission and Burr Tupper to the Conservation Commission,***

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

**B. PUBLIC COMMENT:**

Brandy Mitroff asked the Selectmen to write a thank you note to the voters to be published in the New Boston Bulletin.

**Reorganization of Board of Selectmen-Motion for Chair-**Christine moved to appoint Dwight Chairman of the Board of Selectmen. Rodney seconded the motion. All were in favor. 3-0

**C. APPOINTMENTS:**

None.

**D. OLD BUSINESS:**

**Item 1: Approval of Minutes of March 5, 2012:** The Selectmen reviewed the minutes. Dwight moved that they be accepted as presented. Rodney seconded the motion. All were in favor. 3-0

**Item 2: Brief Overview of Final Approved Operating Budget and Warrant Articles-Peter Flynn:** The information packet for tonight's meeting includes the official voting results from the Town Clerk. Articles 10 and 11 didn't gain approval. Peter has asked Town Accountant Karen

Johnson to prepare the town's operating budget as approved along with the latest 'Year to Date' summaries and remaining percentage of the available budget. This will be given to the Department Managers. The 'year to date' spending is in good shape for the first three months. All departments are living within their budget. Peter will follow the 'cash flow' process during the year and be conscious of larger ticket items being delayed until the second half of the year. (After tax billing in June). He will meet with the Department Managers to discuss recommended spending schedules until June which is to maintain fixed costs, salaries and benefits.. Purchases of larger cost items should be after June. He thanked taxpayers for supporting what the Board put forward and thanked the employees for their work during the budget process. Rodney asked the Selectmen to pay attention to the margins articles passed by as they were not very large and suggested trying to increase the margins by providing good budgets every year. The New Boston Bulletin was thanked for providing Warrant Articles with explanations ahead of time to educate voters. It was noted more residents attended the Deliberative Session this year. Brandy also noted residents attended the Finance Committee meetings and left realizing the budget was scrutinized.

#### **E. NEW BUSINESS:**

**Item 3: Policy Adoption Procedures-Peter Flynn:** Peter noted he is interested in adopting standard Selectmen procedures and policies. He explained he is proposing a policy to adopt policies. The procedure will be to discuss an idea at a meeting and then have the opportunity to vote to carry it to a second reading where the public would have the opportunity to be aware of the agenda item and possibly attend and discuss the idea if it is something they have an interest. The Selectmen would either take action on the policy or ordinance at that meeting or carry it to a third reading where they would then make a final decision. This is a "three-read policy." Peter has been reviewing town polices and procedures and found they don't seem consistent and some don't have a notation of a date of adoption. Also, some are outdated. Christine Quirk moved to carry discussion of this policy to adopt polices to a second reading. Rodney seconded the motion. All were in favor. 3-0. The policy will be submitted for a Third Reading on April 2, 2012.

**Public Forum:** None.

#### **G. OTHER:**

**Item 4: Town Administrator's Report:** Peter reported on the following items:

- 1. Follow-up and report on status of Chief's position:** The new Police Chief will be sworn in tonight after a three month search.
- 2. New Phone System:** The phone committee will meet tomorrow with the new police Chief as the emergency service area and command center is a very important part of the new phone system and they wanted to correctly implement any changes with the Police Chief. to suit the Police Department needs. The committee will meet with each department separately to explain the numbers and how the system will work. OTT will finalize the installation.
- 3. Footbridge Committee:** The Committee did not have a successful result with the potential buyer of the property. They were hoping to have an easement private property. However, the sale of the property in question fell through. The current

owner has not granted permission for an easement nor have the owners of the Kiki's Restaurant building. The Committee will meet with the Selectmen at their next meeting to discuss further strategy of proceeding with the project.

**4. Highway Projects:**

- Road Agent Dick Perusse, Peter and the engineer are working on the Lyndeborough Road culvert.
- Peter and Dick met and Dick will send RFP's tomorrow for engineering needed for the Riverdale Road Bridge. The project is two years away and they want to be prepared. Dick will review the engineering applications with the Selectmen in April when they come in.

**5. Energy Plan:** Chairman of the New Boston Energy Commission Susan Carr will present a PowerPoint presentation to the Department Managers and Selectmen regarding a very involved statistical review.

**6. Town Landscaping and Building Maintenance:** This issue is making progress. The Recreation Commission has advertised for a part time person to maintain recreation areas. Peter is also interested in interviewing these applicants to get a part time person to maintain town buildings and grounds year round. Lee Brown will be phasing out of this process. The other two workers will be kept for shoveling. This will not involve any new budget, department or equipment. A covered place at the Highway Department to store equipment is planned rather than the tarp currently being used.

**7. Department Managers Meeting:** The meeting is scheduled for Wednesday and discussion will focus on status of 'year to date' expenditures and the Town's employee review process along with the introduction and welcoming the new police chief.

**8. Farmers Market:** Farmers Market Manager Susan Woodward has been in touch with Peter and will meet with the Selectmen. A permanent policy will be created for this market.

**9. Groundwater Management Process:** This is the Selectmen's responsibility. Peter has taken care of it, as it is administrative. The same company will continue to handle this as has handled it in the past. It is expected to cost less than budgeted.

**10. Item 5: Selectmen's Reports:**

**Planning:** None. Christine will take over Selectmen Planning Board duties until mid-July when Rodney will take over.

**Item 6: Swearing In-Chief James Brace:** Rodney noted the Police Chief search has been a very intense and professional process consisting of requesting resumes, review of resumes by a large board consisting of residents and professionals, culminating with interviews of five candidates by a panel of six. The final choice was James Brace.

**ADJOURNMENT:** Dwight made a motion to adjourn the meeting at 6:35PM. Christine seconded the motion. All were in favor. 3-0

*Prepared by Maralyn Segien*