

**Adopted
Minutes
Town of New Boston
Selectmen's Meeting
May 21, 2012**

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

Planning Coordinator Nic Strong, Planning Board Chairman Stu Lewin, Police Chief James Brace, Fire Chief Dan MacDonald, Conservation Commission Chairman Burr Tupper, Recreation Commissioner Lee Brown, Willard Dodge, Brandy Mitroff and Ken Lombard were present.

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Dwight Lovejoy at 6:00PM beginning with the Pledge of Allegiance. Christine is absent tonight as she is attending her daughter-in-law's pinning ceremony for completion of nursing school.

Consent Agenda-The Selectmen signed the consent agenda. Rodney moved to approve the consent agenda. Dwight seconded the motion. All were in favor. 2-0

B. PUBLIC FORUM:

None.

C. APPOINTMENTS:

Item 1: Fire Chief Dan MacDonald-updates on Fire Department and Emergency Management Departments: Fire Chief Dan MacDonald was present to meet with the Selectmen to discuss projects the Fire and Emergency Management Departments are working on as follows:

- The new town offices phone system was implemented successfully.
- The Fire Department budget is ok and the ambulance billing is on track.
- The conversion to narrowband radios through the radio compliance program is expected to be successfully completed in June or July.
- The first anniversary of the TARP program is coming up. This program is still within budget and has been very successful. The recruit program supplements the TARP students for daytime coverage. These programs prevent New Boston from being exposed to the problems that other small towns have during the day such as getting equipment out in a timely manner to emergency calls.
- The Fire Wards met with the Selectmen recently where they were told no land would be available for a new Fire Station for the next fifteen years. The Fire Department decided

to work with Architect Roger Dignard to design something to work with the space they already have. New emergency vehicles are planned to be ordered in the next few years. Fire Station modifications would affect the design of vehicle replacement capabilities. The vehicle replacement schedule will be discussed with the CIP Committee this year.

- 56 people are volunteering with the Fire Department, morale and training are good and the department is respected when working with other towns.
- Victor Parrish has taken over as the CERT Director. He has done very well reorganizing and the department has become viable again. The Survival In The Country program has been submitted as a potential seminar at the NH Emergency Management Convention.
- Police Chief Jim Brace and Road Agent Dick Perusse are researching a hazard mitigation grant to purchase electronic signs to alert drivers to road closings and conditions.
- Stu Lewin asked if the town could use Nixle more to notify residents of road closings, conditions and fires as they happen as Goffstown does so residents would know to avoid those areas at that time. Chief Brace said residents are encouraged to verify they are registered to receive Nixle alerts. New Boston plans to send advisory and community message alerts including road closings in the future.
- The monument commemorating New Boston High School will be placed to the right of the driveway on the Fire Department property.

Item 2: Nic Strong-Planning Director-Updates on Planning Department Activities:

Planning Coordinator Nic Strong and Planning Board Chairman Stu Lewin were present to meet with the Selectmen to discuss projects the Planning Board is working on as follows:

- They are updating the Planning Board Rules of Procedure.
- They are updating the bonds and letter of credit regulations and form.
- Stu and Nic are now alternates on the Southern New Hampshire Planning Commission. Brent and Bo Strong are longtime active members on the Commission representing New Boston.
- Stu is a representative on the Broadband Research Group to ensure all towns have coverage.
- The Planning Board is on track for future Master Plan updates. It was last updated in 2006. It should be updated every 5-10 years. The New Boston plan is still relevant. A quote was received for an update in the future.
- The Planning Board is working on a proposed mixed-use district in the downtown village area to allow the same building to be used for commercial and residential uses.
- Peter will ask Code Enforcement Officer Ed Hunter to write to 1 Old Coach Road to remind them to ask their customers to park properly so they do not back onto Old Coach Road.
- SNHPC is doing culvert assessment work at any crossings over the Piscataquog River. Conservation Commission Chairman Burr Tupper is getting a group together to work with them on the project.

Item 3: Police Chief James Brace-Update on PT Clerk's position at PD and other

Personnel Updates: Police Chief James Brace was present to meet with the Selectmen to discuss projects the Police Department is working on as follows:

- Kathleen MacDonald has been selected for the part time records clerk position after an extensive search. She could be conditionally appointed tonight and will start next week. Rodney moved to conditionally appoint Kathleen MacDonald to the part time records

clerical position at the Police Department. Dwight seconded the motion. All were in favor. 2-0

- Patrolmen positions: The academy submission deadline was May 15 for the June Academy. The department worked extensively to meet this deadline but all full time candidates were disqualified. Jim thanked the Goffstown, Bedford and Londonderry Police Departments for helping during this process. The part time candidates are still available and the eligibility list will begin in June. The next Police Academy is in September. Candidates will be sought and any eligible candidates will be submitted to the Police Academy in August.
- Sergeant position: Applications have come in and will be reviewed. The background process will begin in June and a Sergeant will hopefully be hired in July.
- Police coverage has increased to 18 hours per day and is planned to increase more as additional officers are hired.
- Corporal Bailey cut his hours to one-patrol shift plus prosecution services. A memo of understanding of these services will be drafted effective July 1.
- The hiring package was reviewed. Forms have been added and changed including Conditional Offer Contract, Training Agreement and Promissory Note. Candidates will sign these documents after they pass the oral boards. Jim said it is good for New Boston to provide this training program. Not all towns do this. These documents will better protect New Boston in the event an officer leaves New Boston Police Department prior to “paying back” their training cost. Costs of training and outfitting new officers were reviewed.
- A Child Is Missing was used shortly after Jim signed New Boston up for this free service.
- New Boston held a drug takeback day where twenty pounds of drugs were collected and safely disposed of. This will be held again in the future.
- The Bow citizen academy is doing well. A graduation ceremony will be held June 5. New Boston residents are participating and Jim provided instruction. Jim will attend the graduation and invited the Selectmen and Town Administrator to attend.
- The NH Police Cadet Academy will take place June 23-29. Two students from New Boston are participating.
- Jim thanked Road Agent Dick Perusse for repairing the Police Department flagpole.
- The Police Department received a homeland security grant for one portable radio valued at approximately \$3,000. Funds will be disbursed by June 30. The Town Administrator signature is needed to accept this grant.
- The Selectmen thanked Jim for his good work

D. OLD BUSINESS:

Item 4: Second Reading-including public discussion Re: Policy re: Town Committees and Boards: Peter said he was directed to create this policy and the first reading took place at the last Selectmen’s meeting. All committee chairmen have since reviewed it. Suggestions were made and the draft will be revised and brought to a third reading including public discussion. Recreation Commissioners Lee Brown and David Hulick will research the Recreation Commission RSA and provide it to Peter and Conservation Commission Chairman Burr Tupper will research the Conservation Commission RSA and provide it to Peter. Rodney moved to bring this policy to a third reading including the changes discussed tonight. Dwight seconded the motion. All were in favor. 2-0

Item 5: Approval of Public and Non-Public Minutes of May 7, 2012: The Selectmen reviewed the minutes. Rodney moved that they be accepted as presented. Dwight seconded the motion. All were in favor. 2-0 The Selectmen reviewed the non-public minutes. Rodney moved that they be accepted as presented. Dwight seconded the motion. All were in favor. 2-0

E. NEW BUSINESS:

Item 6: Request for Adoption or Renewal of Town's Investment Policy: Two investment policies are required by the auditors. The Trustees of the Trust Funds have completed theirs and the second is ready for the Selectmen's signatures. Rodney moved to accept the Town Investment Policy as written. Dwight seconded the motion. All were in favor. 2-0

Public Forum: None.

G. OTHER:

Item 7: Town Administrator's Report: Peter reported on the following items:

1. **New Phone System:** Installed and running well.
2. **Town Landscaping and Building Maintenance:** George St. John was hired to do all the town's share of landscaping responsibilities. These were reviewed. He is working with Recreation Commissioner Lee Brown and Road Agent Dick Perusse on an equipment-sharing schedule. Matt Smith will also help.
3. **Boards and Committees Policy:** As above. Great input received tonight.
4. **Forestry Committee:** Peter wrote to Town Attorney Bill Drescher as discussed at the last meeting. Bill is in communication with Forestry Committee Chairperson Kim DiPietro and the issue has been taken care of.
5. **Beaver Dam Complaint:** Resolved.
6. **Town Clerk Boat Registration Issue:** Resolved. The town is now capable of processing boat registrations.
7. **Potential Land Purchase:** Peter did as instructed at the last Selectmen's meeting with Ken Lombard and David Woodbury.
8. **Department of Revenue Reval Review:** The NHDRA sent a letter commending Assessor George Hildum for his work on the town reval.
9. **Tax Liens:** Tax bills were mailed this week. The Tax Collector completed the 2011 tax liens that were sent May 9.

Item 8: Selectmen's Reports: None.

Item 9: Request for Non-Public Session per RSA 91-A:3, II(d) and (e): None.

ADJOURNMENT: Dwight made a motion to adjourn the meeting at 7:35 PM. Rodney seconded the motion. All were in favor. 2-0

Prepared by Maralyn Segien