

**Town of New Boston
Selectmen's Meeting
April 2, 2012**

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

Ken Lombard, David Woodbury, Recreation Director Mike Sindoni, Energy Commission Chairperson Susan Carr, Cemetery Trustee Warren Houghton, and Farmers Market Chairperson Susan Woodward 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.

Consent Agenda-Consent approval of appointments of Warren Houghton Cemetery Trustee through March 2013, Jennifer Martin Recreation Commission Reappointment through 2016, Peter Hogan appointment to the Planning Board through 2016, Kenneth Hamel Reappointment to the Recreation Commission, Susan Carr Reappointment to the Energy Committee, Philip Consolini Zoning Board of Adjustment, Tom Mohan Library Trustee filling an opening until 2013, Winfield Clark Alternate Library Trustee. The Selectmen signed the consent agenda. Christine moved to approve the consent agenda. Rodney seconded the motion. All were in favor. 3-0

B. PUBLIC COMMENT:

None.

C. APPOINTMENTS:

Item 1: Susan Carr -New Boston Energy Committee-Update on Committee Projects:

Energy Commission Chairperson Susan Carr was present to meet with the Selectmen to discuss projects the Energy Commission has been working on as follows:

- She said the Energy Chapter of the Master Plan passed and there was an action plan included. She has spoken with Peter Flynn to find a town employee that could be tasked with town building energy items as noted in the action plan. A checklist to prepare town buildings for change of seasons such as changing storm windows etc. seems to be needed.
- She asked if an energy page could be included in the Town Report and the Selectmen approved this. The Town Report could also include the data and chart from the Peregrine study.
- The Commission had been using a Paradigm tool to assess energy use of each town building. This project was funded by a grant that has run out. Susan met with the town departments last week to discuss the results. The Energy Commission hopes to continue this type of program with a tool from Southern New Hampshire Planning Commission.

- The Recreation Department has contacted the Energy Commission as they are trying to renovate and are working on getting some energy grants.
- Susan attended a seminar over the weekend where she learned New Hampshire is third in the nation for having declared natural disasters. New Hampshire needs access to energy during these disasters and the Commission is working on that.

Item 2: Mike Sindoni Recreation Director-updates on spring and summer programs:

Recreation Director Mike Sindoni was present to meet with the Selectmen to discuss programs and projects the Recreation Department is working on. He reviewed the winter, spring and summer program offerings. The department is adding a 1-week multi-sport camp this summer and one week of basketball camp for kids. The annual Easter event was held last weekend and well attended. There was an issue at the very popular annual Lip Sync contest this year that was addressed and precautions will be taken in the future to prevent inappropriate acts. The new office is looking good, they are very happy with the new location. They purchased a TV and plan to show monthly movies for seniors and get a Wii for seniors' use. The Selectmen thanked Mike and like the new setup of the Recreation office.

D. OLD BUSINESS:

Item 3: Second Reading-Re: Policy for Adopting Policies: Peter Flynn said the last meeting was the First Reading of the Policy for Adopting Policies where the Selectmen seemed to support the idea. Tonight is the official second reading for any questions and discussion from the Board or audience. If the Selectmen are satisfied they could vote to waive the third reading and adopt the policy tonight or vote to bring it to a third reading. The policy has been posted in various places and no comments have been received. Christine moved to waive the third reading and adopt the Policy for Adopting Policies. Rodney seconded the motion. All were in favor. 3-0

Item 4: Approval of Minutes of March 19, 2012: The Selectmen reviewed the minutes. Christine moved that they be accepted as presented. Rodney seconded the motion. All were in favor. 3-0

Item 5: Approval of Minutes of February 6, 2012 Deliberative Session: The Selectmen reviewed the issue of Willard Dodge's comment at the top of the fifth page of the minutes. Rodney will research what was said and correct this, as the minutes do not reflect what was discussed. Approval of these minutes was deferred to the next Selectmen's meeting.

Item 6: Continued Discussion re: Town property and parks labor and equipment analysis and future requirements-Peter Flynn: Peter Flynn said he has been working on revising this program, researching the responsibilities and budgeting. The responsibilities at each property were reviewed. Subcontractor and employee labor and spending itemization were also reviewed. Winter and summer budgets were compared. It was noted \$5,000 was budgeted for the project in 2011 but expenditures were \$13,300. Some factors including cleaning heavy snow off roofs contributed to this overage. There is not enough budgeted to keep the summer maintenance going this year. Peter is trying to get a handyman to handle groundskeeping this year instead of hiring subcontractors. Approximately 15-20 applications have been received for a similar

position needed in the Recreation Department and Peter hopes to use the same person for the other groundskeeping. He will report any problems with the budget to the Selectmen.

E. NEW BUSINESS:

Item 7: First Reading-Establishment of Farmers' Market Policy for use of Town

Common: Peter noted he used last year's Selectmen's meeting minutes and the recent letter received from Susan Woodward to create this policy. Mike Sindoni reviewed the policy as it is the Recreation Department's responsibility to maintain the Common and he agreed it is a good idea to have a policy for the Farmers' Market use of the Town Common. David Woodbury was present and noted he was concerned the insurance requirement might be too strict. Peter will research the type of insurance required in the past. The Selectmen also requested it be noted that vendors can use the parking lot for product drop off only and rotation of vendors should be added. Susan Woodward was present and said the insurance has been obtained in the past and will be required again. It is on record at the Town Hall. She also said the vendors have met and designed an arrangement of vendors where they would have larger areas to place their booths where they would be able to move their items week to week to protect the grass but stay in the same locations so customers can find them easily. Christine moved to send this policy to second reading. Rodney seconded the motion. All were in favor. 3-0

Item 8: Selectmen's Office Goals: Peter revised the 2011 goals. He suggested the Selectmen add the establishment of a Highway Safety Committee as one of the new goals. This would be significant is assisting the Town to succeed in safety grants especially for the Police Department. The discussion will continue at the next Selectmen's meeting. The approving and implementation of allowing residents to use Debit and Credit cards for payment of town bills will be added to the list. Record retention will also be added. The Selectmen will consider the other goals as time goes by in future meetings.

Public Forum: Warren Houghton was present and asked what needs to be done about his appointment as Cemetery Trustee as he submitted his name to be on the ballot for this position this year but the position was inadvertently left off the ballot. The Selectmen appointed him as a Cemetery Trustee for one year and after this term is up he must be elected in March of 2013. (Appointment made through Consent Agenda) The Town Clerk will swear him in.

G. OTHER:

Item 9: Town Administrator's Report: Peter reported on the following items:

- 1. New Phone System:** Programming for the phone is almost complete and the phones will be installed by OTT. The new system may be running by the next Selectmen's meeting.
- 2. Footbridge Committee:** The Committee was supposed to meet with the Selectmen tonight but was not ready so will meet with the Selectmen at the next Selectmen's meeting.
- 3. Highway Projects:** French Engineering has completed the engineering for the Lyndeborough Road culvert. This project will be worked on this summer.
- 4. Energy Plan:** As above
- 5. Town Landscaping and Building Maintenance:** As above.

6. Farmers Market: As above.

Item 10: Selectmen's Reports:

Planning: Christine attended the meeting Tuesday where the Planning Board heard a presentation from SNHPC updating the Piscataquog River Management Plan. Peter and Susan Schellenberger met with the Planning Board to discuss plans to construct a warehouse building at Byam Road and Route 13. They submitted an application but it was not yet approved as drainage calculations require engineering review. A resident of Old Coach Road, acting as representative for the abutters, had some questions and comments as she had at previous meetings on this topic. This may be approved at the next Planning Board meeting. Robyn and Scott Elliot's contracting business on Pine Echo Road was reviewed. The Planning Board is concerned. Christine will drive by, as it will be discussed again.

New Boston's 250th Anniversary Celebration: Rodney attended the committee's third meeting. Kerry Kelley has agreed to chair the committee and be the coordinator with a small support committee. Fundraising was discussed at the meeting. Christine noted Transfer Station Manager Gerry Cornett is keeping track of the money raised through recycling at the Friendly Beaver Campground, as this money will be donated to the 250th Celebration.

Open House for new Police Chief: Peter Flynn will contact Police Department Secretary Cathy Widener to schedule an Open House for residents to meet the new Police Chief.

Item 11: Request for Non-Public Session per RSA 91-A:3, II(d) and (e): Rodney made a motion to go into Non-Public session per RSA 91-A:3II(d) and (e) at 7:11 PM. Christine seconded the motion.

Roll Call vote: Rodney-yes; Dwight-yes; Christine-yes.

The Board then entered non-public session after a poll of all members.

Move to exit Non-Public Session: Christine made a motion to exit Non-Public Session at PM. Rodney seconded the motion. Roll Call vote: Rodney-yes, Dwight-yes, Christine-yes

ADJOURNMENT: Christine Quirk made a motion to adjourn the meeting at 7:45 PM, with Dwight Lovejoy seconding.

Vote passed- 3-0

Prepared by Maralyn Segien