

**Town of New Boston
Selectmen's Meeting
April 16, 2012**

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

Transfer Station Manager Gerry Cornett, Solid Waste Committee Chairman Andrew French, Police Chief Jim Brace, Brandy Mitroff, Bob Todd and Fire Wards George St. John, Dick Moody and Eric Scoville 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-Appointment(s): Jason Webber Alternate Member Conservation Commission, Glen Dickey, Appointment to the Finance Committee, Ronald Perry Part Time Laborer Transfer Station and Gordon Carlstrom Solid Waste Advisory Committee

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: George St. John-Discussion with Fire Wards concerning Long Term Planning:** Fire Wards George St. John, Dick Moody and Eric Scoville were present to meeting with the Selectmen to discuss long range facility planning for the Fire Department. The last time the Fire Wards met with the Selectmen they asked the Selectmen what they had planned for long range town planning. Rodney said the town is currently in negotiation for town land for multi-uses on River Road that currently belongs to Thibeault. The town is not looking at single use properties. Two other properties for a Fire House were suggested by Fire Chief Dan MacDonald but were not possible after further research. Rodney said facilitywise not much is being discussed yet due to the economy and the town will not bond large projects for a long while. Dick said the Fire Wards understand a building could be far in the future but they want to start planning now. The location is very important for a Fire House. The location the town is considering is too far from the center of town and there is not much in that area for the Fire Department to protect. The Fire Wards looked at that location with the other town departments and thought it was a good location for the town including a Fire Department substation but not for a main Fire Department facility. If other town departments moved

there other town properties in the downtown location could become available for the Fire Department. Long range planning helps the Fire Department plan the size of the next truck they buy. Dick also asked for the town growth forecast as it becomes available. CIP Committee Chairman Brandy Mitroff said five years ago the Fire Department approached the CIP Committee with plans for a new Fire Station and it seemed urgent. Land has been an issue but it has remained on the CIP schedule since and maybe should be removed from the CIP plan this year as it limits other departments. The Fire Wards said that is up to the Fire Chief. Rodney suggested taking this back to the Chief and Fire Wards to discuss options, set priorities and decide what to do. Dwight suggested using the successful process used to build a new library as an example of how to plan the process.

Item 2: Robert Todd-New Boston Historical Society-Requesting permission for Installation of a memorial stone: Robert Todd was present to discuss installation of a memorial stone commemorating the New Boston High School. Bob said in 2010 the New Boston High School Reunion Committee held its semi-annual reunion where the history of New Boston High School was discussed and the fact that there is nothing physical commemorating it. They hoped to install a memorial stone at the original High School location. Members started a successful fundraising campaign and are now ordering a stone and trying to decide where it should be installed. They suggested at the southeast corner of the property line near the fence. It will need a 3.5-4.5 foot deep hole with cement for a foundation. It will be a three-foot high granite stone with a memorial statement and a picture of the High School. Not much maintenance will be required but if any is required the Historical Society will handle it. This is expected to be ready to install within one month. The location has not yet been discussed with the Fire Wards, as it is town land. Rodney will speak with the Fire Chief and Fire Wards to determine the location as the Fire Wards are charged with caring for that property. He will then call Bob. The Selectmen are in favor of the installation. Brandy will photograph the installation for the New Boston Bulletin and potentially for the cover of the next Town Report.

Item 3: Gerry Cornett-Review and updates on activities of the Transfer Station: Transfer Station Manager Gerry Cornett and Solid Waste Committee Chairman Andrew French were present to meet with the Selectmen to discuss activities of the Transfer Station as follows:

- A community service person trimmed around the property for spring cleanup.
- Traffic has increase recently. Over 700 vehicles are now the average for Saturdays and between 250-350 vehicles come to the Transfer Station on Tuesdays and Thursdays.
- The school recycling program is going well averaging a 49% recycling rate.
- Residents have been complaining about paying item fees and leaving fee items without paying. This is probably due to the economy. This results in lost fees of \$60-70 each Saturday and \$400-500 per month. This portion of the budget is not being met. Staff has been rearrange to be more visible to prevent this. Gerry will update the Board on this topic at his next update meeting. The fee scale is the lowest of any Transfer Station in the area and just covers the cost to dispose of the item.
- The compost is ready.
- It was a good winter for the machinery.
- The Transfer Station will continue with summer cleanup.
- An employee to fill in vacations and holidays was requested. This was approved tonight under the consent agenda.

- The Transfer Station budget is in-line or slightly underbudget. Revenues are as expected. The markets are holding well. Paper volume is steady, trash volume is slightly decreased.
- AnDrew French was present to discuss new policies to address abuse of the brush pile and abuse of the swap shop. These were reviewed and are requested to help enforce rules and keep the abuse under control. They will be posted at the Transfer Station. The Selectmen are in favor of the policies. A second read on these policies will take place at the next Selectmen's meeting per the official procedure for establishing procedures and this meeting will be noticed in the New Boston Bulletin.
- AnDrew requested a copy of the set of procedures as Chairman of the Solid Waste Committee. The Selectmen have a draft and Peter is finalizing it.
- Gerry said all the Transfer Station polices are "SOP's" and he was recently advised to change them to "SOG's". The Selectmen are in favor.

Item 4: Chief James Brace-Updates and activities-New Boston Police Department: Police Chief James Brace was present to meet with the Selectmen to discuss activities of the Police Department as follows:

- Hiring update: The Department has been advertising for two weeks for the part time records clerk. 55 resumes were received. Seven interviews will be conducted tomorrow. The patrolman position was advertised for two week. 45 resumes came in by Friday and more may come in. There are some very qualified candidates in that group for part time and full time positions. The Sergeant position is closing Friday. Some resumes have come in but this position may have to be readvertised.
- Department Organization: There has been a policy change and organization chart created showing chain of command. James plans to add a second Sergeant, splitting the single Sergeant position into support and operational roles. This works within the current budget and can sustain in the future with a default budget. Sergeant Rick Widener seems to be a good fit for the support Sergeant position unless that seems to be a strength of the new Sergeant then Rick would be the operational Sergeant. James hopes to have one Sergeant able to work more hours without retirement restrictions in the future. Rick Bailey is currently working for the department as a Corporal and prosecutor. It is very helpful to the department that he is a sworn officer working with officers and ensuring they are prepared for testimony when necessary. Two part time officer positions are not currently filled. The fourth full time patrolman position probably won't be filled at this time unless Rick Bailey scales back his hours to only do prosecutor duties. James feels the part time positions seem better to fill now to make sure the officers like New Boston and the position before the town makes a large monetary commitment for police academy, training, etc. James hopes to fill two part time officer positions including per diem and one full time officer position this hiring round.
- Crimes: Vandalism the night before the election-five arrests were made, one went through the court system and is performing community service for the town. Tagging on Hooper Hill Road occurred last year but was recently reported. A suspect was identified and is going to court. Dana Moody arrest charges are state now but will probably change to federal. New Boston was present as an assisting agency because the arrest occurred in New Boston. General-there were no reported thefts or burglaries over the past month. 17 arrests and 169 motor vehicle stops were made.

- Nixle was renewed, as it is now a free service again. The public can sign up to receive e-mail alerts from the Police Department through Nixle.
- New Boston is now signed up for the A Child Is Missing service. This is also a free service that identifies an area a missing person might be and calls households in that area to help find people such as children, elderly, Alzheimer's and mentally impaired. The public does not need to sign up to participate in this program unless they have a private or unlisted phone number.
- Uniforms: James has added small changes at a cost of less than \$20 per uniform for alterations. This was in the budget.
- New Boston will participate in the National Drug Takeback Initiative and collect old prescription drugs on April 28 from 1:00-2:00. They will then be taken to a depository where they will be destroyed. This is a free service.
- New Boston will participate with the Defense Logistics Agency to get military surplus at the cost of shipping. Portsmouth is a main hub and in driving distance where the cost would be almost nothing.
- A facility on-site inspection took place March 21 relative to the Juvenile Justice Prevention Act. New Boston was found to be compliant but juveniles are not secured at the Police Department facility.
- Bow Police Department has started a citizen's police academy last week. Two residents of New Boston are now participating.
- The New Hampshire State Police Cadet Academy will take place June 23-29. One person from New Boston has expressed interest in participating. Their application will be submitted and hopefully accepted.
- The Air Force Tracking Station in New Boston is holding a 6k road race May 19 where the Tracking Station would be open to the public. This is a great opportunity to allow residents to see what is there.
- Two residents sent donations to the Police Department in support of the work the Police Department did during the search for a new Police Chief. Peter will discuss this with the auditors and Tom May at TD Bank to make sure it is put to appropriate use.
- The Police Department's thoughts and prayers are with Chief Maloney's family and the families of the other officers injured in the recent Greenland shootings. New Boston officers will attend his funeral services and present his family with a patch from the New Boston Police Department.
- A potential New Boston Highway Safety Committee was discussed after a memo from Peter Thompson, as there is grant money available only to communities with an appointed Highway Safety Committee. People would be needed to serve on the committee to consider road safety improvements such as signs. The Selectmen discussed this at their last meeting and will consider it further.
- James signed and updated most of the mutual aid agreements and expects to complete them all within the next couple weeks.

D. OLD BUSINESS:

Item 5: Second Reading-including Public Discussion Re: Establishment of a "Farmers Market/Town Common Policy": Peter said the Board sent this for a second read at their last meeting. It has been revised per the discussion at the last meeting and liability insurance amount of \$1 million will be added to number 6. Peter discussed the policy with Farmers Market

Chairperson Susan Woodward who is in full support of the revised policy. She was unable to attend tonight's meeting. Rodney moved to make the Farmers Market/Town Common policy permanent until otherwise amended. Christine seconded the motion. All were in favor. 3-0

Item 6: Approval of Minutes of April 2, 2012: The Selectmen reviewed the minutes. Corrections were noted. Christine moved that they be accepted as amended. Rodney seconded the motion. All were in favor. 3-0 The Selectmen reviewed the non-public minutes but deferred a motion to the end of the non-public session tonight.

Item 7: Approval of Minutes of February 6, 2012 Deliberative Session: The Selectmen reviewed new wording added to the top of page 5, some words were eliminated and a word was added to paragraph two on page 5. Rodney moved that they be accepted as amended and currently posted. Christine seconded the motion. All were in favor. 3-0

E. NEW BUSINESS:

Item 8: Review First Quarter 2012 (YTD) "year to date" Budget Expenditures: Peter noted the first quarter expenditures were provided and updated versions will be presented to the Selectmen each month. The budget is doing very well right now. Departments have been told not to purchase large items until the tax bills go out.

G. OTHER:

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

1. **New Phone System:** A contractual issue was discovered that OTT was billing for something that was supposed to be included in the contract. The town is no longer being billed for that item. Installation should begin in the next couple weeks.
2. **Town Landscaping and Building Maintenance:** Some organizations and people are doing community service to work on this. Peter is participating in interviews with Recreation Commission Chairman Lee Brown and Recreation Director Mike Sindoni to hire a part time person to help. Road Agent Dick Perusse and Transfer Station Manager Gerry Cornett have been helping Peter with a few projects at Town Hall in the past month including rearranging the Selectmen and Town Administrator office.
3. **Farmers Market:** As above.
4. **Cupola at Engine House:** Repair will begin in a couple weeks.
5. **Floors waxed at Town Hall:** The Town Hall floors were waxed and cleaned and buffed and are much improved.

Item 10: Selectmen's Reports:

Planning: Christine attended the meeting where the Planning Board worked on the following:

- Election of officers
- Road Agent Dick Perusse discussed the procedure for driveway permits and asked to be involved as they come in.
- Road Agent Dick Perusse and Planning Coordinator Nic Strong will be asked to meet with the owners of the antique place on Old Coach Road to review permits and approvals as there are drainage issues with their driveway.

- A mixed-use district in New Boston was discussed and this will be discussed throughout the summer.
- The Schellenbergers received approval of their plans to construct a warehouse building at Byam Road and Route 13.
- Doug Hill received a one-year extension of the conditions subsequent.
- The Planning Board worked on draft conditional use procedures for the Board.

Item 11: Request for Non-Public Session per RSA 91-A:3, II(d) and (e): Christine made a motion to go into Non-Public session per RSA 91-A:3II(d) and (e) at 8:10 PM. Rodney seconded the motion. Roll Call vote taken- Rodney Towne-yes, Dwight Lovejoy-yes, Christine Quirk-yes. The Board then entered non-public session after a poll of all members.

Move to exit Non-Public Session: Christine Quirk made a motion to exit Non-Public Session at PM. seconded the motion. 3-0 -All were in favor.

Rodney Town moved to adopt the non-public minutes of April 2 as corrected. Christine Quirk seconded. Vote: 3-0 in the affirmative.

Rodney Town moved to seal the non-public minutes of April 2, 2012, seconded by Christine Quirk. Motion carried 3-0

ADJOURNMENT: Dwight Lovejoy made a motion to adjourn the meeting at 8:21 PM. seconded the motion. All were in favor. 3-0

Prepared by Maralyn Segien