

# Approved

## Town of New Boston Selectmen's Meeting January 5, 2015

**PRESENT:**

Rodney Towne	Selectman	
Dwight Lovejoy	Selectman	Absent
Christine Quirk	Selectman	
Peter Flynn	Town Administrator	

Police Chief James Brace, Fire Chief Dan MacDonald and Fire Wards Wayne Blassberg, Dick Moody, Cliff Plourde and Dale Smith 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. Dwight was unable to attend as he is not feeling well.

**Consent Agenda-**The Selectmen signed the consent agenda. Christine moved to approve the consent agenda. Rodney seconded the motion. All were in favor. 2-0 The consent agenda included the promotion of Mike Masella to Police Lieutenant. The consent agenda also included the resignation of Don Duhaime from the Planning Board and the appointment of Joe Constance to replace him.

### **B. PUBLIC FORUM:**

None.

### **C. APPOINTMENTS:**

Rodney announced that the Non-Public would be moved up on the agenda as soon as the Fire Wards were present and ready.

### **D. OLD BUSINESS:**

**Item 1: Request for Approval of Encumbered Funds-Peter Flynn:** Peter requested to encumber \$5,000 from the 2014 budget to be justified under the Town Clerk's budget under the 'elections' line item. This amount will be for a travel storage trailer for the necessary storage and transportation of voting booths as discussed with Willard Dodge at a prior Selectmen's meeting. This will be parked at the Highway garage and the Highway Department will transport it to and from elections. Willard agreed that volunteers can help with the previous process one last time for the upcoming election if the new process is not in place by them. Christine moved to approve the encumbrance of \$5,000 for the purpose of purchasing a storage trailer for voting booths. Rodney seconded the motion. All were in favor. 2-0

**Item 2: Adoption of Public and Non-Public Minutes of December 15, 2014:** The Selectmen reviewed the public and non-public minutes of December 15, 2014. Christine moved that the minutes be accepted as presented. Rodney seconded the motion. All were in favor. 2-0

(Fire wards were present at this time and non-public was moved up prior to Item #3)

**Item 8: Request for Non-Public per RSA 91-A:3, II(d):** Christine made a motion to go into Non-Public session per RSA 91-A:3,II(d) at 6:10 PM. Rodney seconded the motion. A roll call vote was taken: Rodney-yes, Christine-yes. Vote in favor 2-0 The Board then entered non-public session.

### **Board re-entered public session at 6:45 PM**

Christine moved that the non-public minutes be sealed for a period of ten years, seconded by Rodney. Vote was 2-0

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

**Item 3: Review of Selectmen/Finance Committee Meeting of January 3, 2015:** Peter noted no changes were made to the budget since the Saturday meeting and none are expected.

**Item 4: Appointment of Bookkeeper:** Peter reported eight applications were received and four candidates were interviewed. Town Bookkeeper Karen Craven, Selectmen's Secretary Laura Bernard and Peter spent a lot of thought on the final candidate and Jacqui Fillmore was chosen to replace Karen. She will start shadowing Karen tomorrow. A final background check is being done by the Police Department and will be completed by tomorrow. Christine moved to conditionally appoint Jacqui Fillmore as the Town Bookkeeper at \$18.00 per hour, subject to the completion of that criminal background check... Rodney seconded the motion. All were in favor. 2-0

**Item 5: First Reading-Personnel Policy-Change re: Vacation/Leave Section:** Peter reported this is not a new policy but a review of a policy in effect. Peter will review the changes with the Department Managers at their meeting Wednesday. The changes are clarifications of interpretations. Currently vacation is available to town employees as of January 1 but this will be changed to accrual of vacation time during the year as most towns do. Peter, Laura and Police Chief Jim Brace worked on this policy. Jim was present and noted hourly calculation is included in this change and there will be no loss to the employees. This will be reviewed again at a Public Hearing on January 19<sup>th</sup> which is considered the second reading. Another review to change the date of performance reviews to anniversary dates instead of the current spring review is planned. Rodney and Christine thanked Peter, Laura and Jim for working on this. Christine moved to accept this first reading of the Personnel Policy and move it to a second reading at a Public Hearing. Rodney seconded the motion. All were in favor. 2-0

### **F. OTHER BUSINESS:**

**Item 6: Town Administrator's Report:**

- Parker Road Logging: Town Attorney Bill Drescher wrote a letter on this matter. He is trying to work out a settlement with the other attorney and a hearing was scheduled for February 24.
- Purchase of Land: Discussed in non-public.
- Year-end Expenses and Revenues: A recent large check was received and surplus is expected. Definitive numbers will be ready at the next Selectmen's meeting.
- The auditors completed their pre-audit today. They credited the town \$1,400 on their invoice as they completed the 2013 audit later than planned.
- Peter recommended the chair lift to the second floor of the Town Hall be brought to voters in the 2015 warrant suggesting the money come from fund balance, not raised through taxation. The grange has requested this a couple times to allow them to continue meeting on the second floor of the Town Hall and has offered \$1,000 toward the cost. If this is not installed the grange may have to disband. This organization has done a lot for the town over the years. Rodney recommended the Selectmen direct the Town Administrator to encumber funds available from 2014 budget and charged to the government buildings budget in the appropriate line. It is not ADA compliant but helps the Town Hall with handicap accessibility; comparatively an elevator that would make the Town Hall ADA compliant would cost \$100,000. Christine moved to authorized Peter to expend \$17,000 from fund balance Government Building account for a lift chair for the Town Hall. Rodney seconded the motion. All were in favor. 2-0

**Item 7: Selectmen's Reports:**

None as the Selectmen did not attend the recent Planning Board meeting.  
Christine will attend the January 19 Public Hearing via conference call.

**Public Forum:**

Police Chief James Brace was present and updated the Selectmen as follows:

- Communication tower: Wright Communication and Beltronics have not yet provided their proposals but they are expected before the Public Hearing January 19.
- Jim thanked the Selectmen for their vote of confidence in the promotion of Mike Masella to Police Lieutenant. He is working well in this position. The Selectmen congratulated and thanked Mike.
- The Safety Committee reviewed the floor in the patrol room and recommended it be replaced. The project was recently completed by Police Department personnel. The tiles in the rest of the building are holding up well with routine maintenance.

**ADJOURNMENT:** Christine made a motion to adjourn the meeting at 7:03 PM. Rodney seconded the motion. All were in favor. 2-0

*Prepared by Maralyn Segien*