

Adopted

Town of New Boston Selectmen's Meeting October 5, 2015

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

Road Agent Dick Perusse, Forestry Commission Chairman Kim DiPietro, Library Trustee Chairman Bill Gould, Police Chief Jim Brace, Willard Dodge and Brandy Mitroff of the public 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-The Selectmen signed the consent agenda. Christine moved to approve the consent agenda. Dwight seconded the motion. All were in favor. 2-0 The Consent Agenda included appointment of Kyle Charbonneau as part time laborer at the Transfer Station.

B. PUBLIC FORUM:
None.

C. APPOINTMENTS:

Item 1: William Gould-Library Trustee Chair-Request for Adoption of a Memorandum of Understanding: Library Trustee Chairman Bill Gould was present to meet with the Selectmen to discuss the following:

- A Memorandum of Understanding prepared by the library confirming arrangements that have been made between the library and the town for library procedures. The new library was built five years ago, a lot has changed such as the lawn and building maintenance and technology. Bill has been working with Town Administrator Peter Flynn to reiterate the library and town duties. The Trustees prepared and approved this Memorandum of Understanding and Peter reviewed it. Joe was unable to attend tonight's meeting but has said he has some questions about it. Selectmen will postpone voting until all the Selectmen are seated at their next meeting. Kim DiPietro of Clark Hill Road was present and noted that #6 of the Memorandum says library employees are not town employees and she is concerned this is included in the Memorandum as a way to move employee salaries outside the town step and grade program. She cautioned the Selectmen to review the wording. Bill said library employees are not town employees by statute. The library trustees set the library employee pay scale and do all library employee hiring and firing. Library employees act as town employees by cooperating with the town at Finance Committee meetings and updating the Selectmen periodically.

- Bill noted the library is researching new technology to replace all technology at the library as this equipment is five years old, was donated to the library and was installed by amateurs. The library is considering using the technical support company the town uses for this project. This is planned to be accomplished with leftover Library Foundation funds.

Item 2: Richard Perusse-Road Agent-Discussion Re: Tucker Mill Road and Old Coach Road: Road Agent Dick Perusse was present to meet with the Selectmen to discuss the following:

- The subdivision for San-Ken homes on Tucker Mill Road was approved. Trees will need to be removed. On the day this takes place the road will need to be closed. Police and Fire Departments will be notified and the Highway Department will assist. Dwight was concerned due to the steep grade in this location.
- A public meeting is scheduled for Tuesday November 3 at 6:00 PM at the Town Hall to discuss the upcoming project on Old Coach Road. Residents on Old Coach Road that will be affected by the project will be informed of the meeting and any interested public can attend. The Town Engineer will attend to answer questions. The project will be put to bid mid-November and work is expected to begin in April. Dwight asked about wells in the area and Dick said one well is known to need updating.
- Dwight complimented the Highway Department for fixing Riverdale Road to prevent washouts that happened often in the past.

D. OLD BUSINESS:

Item 3: Adoption of Public and Non-Public Minutes of September 21, 2015: The Selectmen reviewed the public and non-public minutes of September 21, 2015. Christine moved that the minutes be accepted as presented. Dwight seconded the motion. All were in favor. 2-0

E. NEW BUSINESS:

Item 4: Chief James Brace-Appointment-Recommendation of New Police Department Clerk: Police Chief Jim Brace was present to request appointment of the new records clerk at the Police Department. The position was advertised, 12 applications were received, eight candidates were interviewed over two days and seven were recommended by the hiring committee. Kathryn Myers stood out as highly qualified for the position. Jim reviewed her resume with the Selectmen. She has experience with the systems she will be using at the Department. She passed an extensive background examination. Her appointment is planned for the next Selectmen's meeting. She is expected to work out very well at the Department. Her hire will allow the Police Department office to remain open extended weekday hours and Saturday hours for better service to residents. Christine moved to hire Kathryn Myers as part time clerk in the Police Department with the recommendation of the Chief. Dwight seconded the motion. All were in favor. 2-0

Item 5: Recommended Revisions to Employee Grade and Step Tables: Peter reported the Selectmen approved a 1.5% cost of living increase at their last meeting and employees in this chart have not received a raise in the past three years. He reviewed the step and grade chart revision that occurred three years ago to make employee grade categories more consistent.

Department Managers are all in the same grade. Some will receive increases based on this to make all salaries consistent with others in the same type of position as some employees took on new duties and kept the pay from the previous position. This will be discussed at the Finance Committee. Peter recommended the chart be consolidated to eight grades and ten steps at this time. This needs to be approved by the Selectmen and given to the Department Managers to help them prepare their 2016 budgets. Police Chief Jim Brace was present and asked when this will take effect. This will take effect after Town Meeting. The Police Officer step and grade plan is different but the Police Department Administrative Assistants are part of this plan and will be included in the 1.5% increase approved tonight. Dwight moved to approve the proposed step and grade salary plan as recommended by the Town Administrator. Christine seconded the motion. All were in favor. 2-0

Item 6: Acceptance of Trustee of Trust Funds Resignation: Tom Manson sent his resignation from the Trustees of the Trust Funds. The Trustees of the Trust Funds have also had another open position for a while. Fred Hayes is currently the only Trustee and two need to be appointed. These are elected positions but the Selectmen can advertise the positions and appoint applicants to serve until March. The Selectmen approved this. Peter will send a letter to Tom thanking him for his longtime service as a trustee. The Trustees meet once a year in February. Christine moved to accept Tom Manson's resignation from the Trustees of the Trust Funds. Dwight seconded the motion. All were in favor. 2-0

F. OTHER BUSINESS:

Item 7: Recommendation for Tree Maintenance on Town Common (Revisit Flagpole Motion of September): A concerned citizen approached the Selectmen as a flag on a pole on the Town Common was getting tangled in a nearby tree. An arborist looked at it and found the maple tree in good condition but needs some shaving at the top. All trees on the Common will be trimmed at the same time and the ground will be aerated for approximately \$1,000. This is not in the 2015 budget but will be included in the 2016 budget and done in the spring. The Selectmen moved to remove the flagpole at a September meeting. No action will be taken at this time but the motion will be rescinded at a future meeting if needed.

Item 8: Review of Town's Year To Date Expenditures: Peter reviewed the year to date budget and said it is doing very well. The Selectmen will review this every two weeks for the rest of the year. There is nothing significant to bring up tonight. Dwight asked why the guardrails are all bent and now being repaired. He feels this is a waste of town money, this damage may be caused by the Highway Department during winter plowing and he asked these drivers to take care while plowing to avoid this town expense.

Item 9: Town Administrator's Report:

- Foot Traffic Safety Committee: Today Peter and Dwight signed a grant application for a \$15,000 grant to be sent tomorrow. Sandi VanScoyoc is working on the grant applications and doing a great job. The Committee will meet with the Selectmen at their next meeting with a list of donations. The Committee may now be investigating more types of footbridges as not all Committee members are in agreement with what was chosen at their September meeting.
- Town Hall Basement: Work on this project continues.

- Stairchair: This will be custom built. The deposit was received and they will now begin building it.
- Tree Cut v. Flagpole Removal: As above.
- Fire Wards Ambulance RFQ: Bid specifications are ready for a new ambulance.
- Fire Station-Land Survey Follow-up: The bid package went out, Surveyor Bob Todd was selected at the lowest bid. The Fire Department is a separate entity from the town as the library is and is cooperating with the town. They may begin fundraising for the new fire station soon. They will meet with the CIP Committee.
- The Selectmen wished Peter a Happy Birthday today.

Item 10: Selectmen's Reports:

None. Dwight was unable to attend the recent Planning Board meeting. Christine will attend the Capital Improvements Committee meeting Wednesday.

Public Forum:

None.

Item 11: Request for Non-Public Per RSA 91-A:II, (a)-Chief Brace-Personnel

Christine made a motion to go into Non-Public session per RSA 91-A:3II (a) at 6:44 PM. Dwight seconded the motion. All were in favor. 2-0 The Board then entered non-public session after a poll of all members. Dwight-yes, Christine-yes.

Move to exit Non-Public Session: Dwight made a motion to exit Non-Public Session at 6:57PM. Christine seconded the motion. All were in favor. 2-0

Christine moved to seal the non-public minutes. Dwight seconded the motion. The vote carried 2-0.

ADJOURNMENT: Dwight made a motion to adjourn the meeting at 6:58PM. Christine seconded the motion. All were in favor. 2-0

Prepared by Maralyn Segien