

Approved

Town of New Boston Selectmen's Meeting March 5, 2018

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

Karen Scott, Keith Gentili, David Litwinovich and Kaleb Jacob of the public were present for all or part of the meeting.

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.

Consent Agenda-The Selectmen signed the consent agenda. Joe moved to approve the consent agenda including reappointment of Jennifer Martin and Kenneth Hamel to the Recreation Commission and appointment of Irene Baudreau as part time office clerk in the Town Clerk's office. Rodney seconded the motion. All were in favor. 2-0

B. PUBLIC FORUM:

Kaleb Jacob of Fraser Drive was present and asked about HB1381 as it was mentioned on the agenda. He asked if this was the pending bill that would allow parents to send their children to a private school with a voucher. Rodney noted HB1381 is a bill the Selectmen discussed at their February 26 meeting that pertains to a lawsuit many towns are involved in with utility companies. There is concern with this bill as it could result in lost revenues to the town. Peter was authorized to send a letter to New Boston's State Representatives at the February 26 meeting which he subsequently sent.

C. APPOINTMENTS:

None.

D. OLD BUSINESS:

Minutes from February 26 will be available at the March 19 meeting as the Recording Secretary was not available at the February 26 meeting. Peter recorded the meeting for minutes to be typed later.

Item 1: Update Re: Building Inspector/Code Enforcement Officer Job Description-Peter Flynn: The Selectmen asked Peter to review the Building Inspector/Code Enforcement Officer Job Description before interviews begin. Peter did so along with input from Building Inspector Ed Hunter, Planning Coordinator Shannon Silver, Fire Inspector Eric Dubowik and the Planning

Board. The Selectmen agreed to the changes. Six applications came in to be reviewed by an interview committee. Peter will check references before interviews are scheduled.

E. NEW BUSINESS:

Item 2: First Reading: Review Minor ‘Purchase Order Policy’ Revisions. Approve

Official Standard P.O. Form: Peter reported during the recent audit it was highly recommended the town should pay close attention to requiring purchase orders. It is the town’s current policy and now highlighted in the policy. The definition of major purchase was changed from \$10,000 to \$15,000 throughout. The Selectmen agreed to the proposed changes and made the following changes:

- Page 4, section 3, the first sentence should read: “In the case of accident or emergency, the Town Administrator may award contracts and make purchases outside of the bid process for the purpose of repairing damages caused by the accident or public emergency.”
- Page 6, section VII, and add at the end “Purchase Orders over \$5,000 must be reviewed and approved or disapproved by the Board of Selectmen.” Anything over \$5,000-\$15,000 needs a RQP and anything over \$15,000 needs a bid request.

Joe moved this to a second reading/Public Hearing at the March 19 Selectmen’s meeting.

Rodney seconded the motion. All were in favor. 2-0

F. OTHER BUSINESS:

Item 5: Town Administrators Report:

- Street Name and Number Project: Peter met with the Fire Inspector today and reviewed a list of street names that could be affected by this request from the state 911 Emergency System reviewers. This came up due to confusion that can be caused if Mutual Aid responders can’t get to a location in an emergency as they are unfamiliar with New Boston roads. The Selectmen will discuss this with the Fire Inspector at their March 19 meeting. Keith Gentili of Summit Drive noted the Town Clerk’s office sells a town map that would need updating as well. Rodney noted there is a map for New Boston first responders at the Fire Station where the roads in question are color coded to guide their routes to emergencies.
- Record Retention Update: The Committee has not met since the last Selectmen’s meeting. Joe reported the state will send a letter soon to request a Letter of Intent from the town to apply for a grant for this project and he will let Committee Chairman Cathy Strausbaugh know.
- New Appointments: As above under Consent Agenda. Requests and reminders were sent out to Committee Chairmen regarding members with terms expiring in 2018.
- Building Inspector Resumes: As above under Building Inspector Job Description. Now that the Selectmen have reviewed the job description Peter can proceed with the interview process.
- Letters in Opposition to HB1381: Peter sent letters to New Boston’s three State Representatives as the Selectmen authorized at their February 26 meeting.
- The next Selectmen’s meeting is March 19, after the election.
- The Selectmen asked Peter to send a letter to New Boston’s three State Representatives

regarding their concerns about HB561.

Item 6: Selectmen's Reports:

- Joe reported the Planning Board held a Public Hearing for the Forestview II subdivision off McCurdy Road. Surveyor Earl Sandford presented. This subdivision began before 2008 but development stopped. Since then permits have changed and the Alteration of Terrain permit is expiring soon. The Planning Board's position is to support continuation of work within the granted permits. The Planning Board also discussed Impact Fees and decided to add them to the Master Plan and the 2018 Planning Board Goals.
- Joe reported the Forestry Committee will meet with the School Board March 28 to discuss the Christmas Tree growing project discussed at the February 26 Selectmen's meeting and other potential cooperations between the Committee and NBCS. Communications with NBCS Administrators have been positive so far.
- There are comex containers in the parking lot across from the Old Coach Road ballfield. These are for the Transfer Station. One is expected to be replaced as it is damaged.
- The Selectmen complimented the Selectmen's Assistant Office for a nice job on the 2017 Town Report that became available today.

G. PUBLIC FORUM:

None.

ADJOURNMENT: Joe made a motion to adjourn the meeting at 6:36 PM. Rodney seconded the motion. All were in favor. 2-0

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room on March 19, 2018 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-5504-www.newboston.gov
Handicap Access available**