



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN**

**DATE: TUESDAY, April 4, 2017**

**TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD**

**MEETING MINUTES**

**I. Call to Order**

Chairman Burrill called the meeting to order at 6:00pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Selectmen Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., Lawrence B. Foote, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The public meeting was recorded and audiotaped; the Public and a portion of the Non-Public Minutes were transcribed and typed by Diane M. Morin. The Non-Public HR portion of the meeting minutes were transcribed and typed by Nancy J. Wrigley.

**II. Pledge of Allegiance**

**Nonpublic Session under RSA 91-A:3 II (a) – (c) -HR Matters**

**Nonpublic Session under RSA 91-A:3 II (c).**

**Selectman Doggett moved to go into Nonpublic Session at 6:00pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c). Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – aye.**

**Selectman Foote moved to close the Non-Public at 7:46pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – aye**

**Selectman Gonyer moved that the Board just came out of a Non-Public session under RSA 91-A: 3 II (a) - (c) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Doggett with a unanimous vote**

**III. Approval of Minutes (Review prior to meeting)**

**Selectmen's Public and Non-Public Meeting minutes dated March 21, 2017**

**Selectman Doggett moved to accept the Public and Non-Public Meeting minutes dated March 21, 2017 as written. Seconded by Selectman Foote with a unanimous vote.**

**IV. Scheduled Business**

**A. Review budget expense report and worksheets from Kim Hughes, Bookkeeper dated March 23, 2017.**

The Board reviewed the 1<sup>st</sup> quarter budget reports and did not find any discrepancies.

**B. Sign 2017 financial report of the Town Budget as recorded by Auditors.**

Town Administrator Wrigley explained the MS-535 report contained a summary of budget appropriations and expenditures.

**Selectman Doggett moved to sign report MS-535 as provided by the Auditors. Seconded by Selectman Gonyer with a unanimous vote.**

Town Administrator Wrigley asked the Board to sign the MS-232 report as well. This report shows the appropriations actually voted on March 14, 2017 by the Town and is provided to DRA.

**Selectman Doggett moved to sign report MS-232 for filing with the State.**

**Seconded by Selectman Donovan with a unanimous vote.**

**C. Transfer Station hours on Easter Sunday.**

**Selectman Gonyer moved to close the Transfer Station April 16, 2017, Easter Sunday, so employees can be with their family. Any employee scheduled to work that day will be given the option to take PTO or to work Friday, April 14, 2017, on maintenance projects at the Transfer Station. Seconded for discussion by Selectman Donovan.** Chairman Burrill added a friendly amendment to include that this motion remains in effect until such time the Board sees fit to change it.

**Motioned passed as amended with a unanimous vote.**

**D. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$25.00 from Charlotte E. Sentner of Newton NH to the Newton Food Pantry.**

**Selectman Foote moved to accept and expend unanticipated funds in the amount of \$25.00 from Charlotte E. Sentner of Newton NH to the Newton Food Pantry.**

**Seconded by Selectman Gonyer with a unanimous vote.**

**E. Building Inspector /Code Enforcement discussion.**

Building Inspector Ron LeMere informed the Board that Tina Cardoso has resigned as Code Enforcement Officer effective April 8, 2017. He will be handling any code enforcement actions until further notice. Inspector LeMere is working on re-organizing the Building Department and at a future time will present it to the Board.

**F. Acceptance of resignation letter from Tina Cardoso, Code Enforcement Officer effective April 8, 2017.**

**Selectman Doggett moved to accept the resignation of Tina Cardoso with regret.**

**Seconded by Selectman Gonyer with a unanimous vote.**

**G. Ambulance Revolving Fund expenditures discussion. Warrant article #18 from 2010 which established the fund.**

Bookkeeper Hughes and Town Administrator Wrigley would like to request that bills pertaining to the Ambulance, such as court filing fees, application fees, fuel and vehicle maintenance be paid from the Ambulance Revolving Fund. There are 2 bills currently that need to be paid; 1. for court filing fees 2. for Medicare. Selectman Gonyer asked if the bills were directly related to the use of the Ambulance. Town Administrator Wrigley confirmed that they were.

Selectman Doggett asked if there was a method to track the bills. He would like to see a separate manifest for this account done monthly. Selectman Gonyer stated a quarterly review would be just as effective. Upon further discussion, the Board would like to have a report with cost and revenue generated by the Ambulance on a quarterly basis.

**Selectman Doggett moved to pay the 2 bills from the Ambulance Revolving Fund. Seconded by Selectman Donovan for discussion.**

Selectman Doggett reiterated that a separate manifest would be better than a budget review sheet. After further discussion Chairman Burrill called for a vote.

**Motioned passed with a unanimous vote.**

Town Administrator Wrigley will work with Bookkeeper Hughes to come up with a method for detailing the Ambulance Revolving Fund activity.

V. Announcements

VI. Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

**Other:**

- Mr. Frank Gibbs was present at the meeting. He asked the Board why he was not allowed an absentee ballot by the Town Clerk. Mr. Gibbs said he was told that he does not have an occupancy permit at 87 Smith Corner Road which came from the Building Department. Chairman Burrill addressed Mr. Gibbs stating the Board has some knowledge of the issue from social media and from Town Employees. The Board would like to investigate further how to resolve the issue for future voting. Mr. Gibbs expressed displeasure as he was denied the right to vote. Chairman Burrill stated the Board will work to clear up the issue. Chairman Burrill stated the Town Clerk is the office that registers people to vote and the Board would like to work with the office to resolve the issue. Mr. Gibbs stated that he has been a registered voter and has lived in the Town for 62 years. Chairman Burrill asked that he file a formal complaint in Mr. Gibbs' own words and the Board will follow up with him. Mr. Gibbs provided a letter that he signed in front of the Board. The letter was then handed over to the Town Administrator, Nancy Wrigley.

Mr. Gibbs stated he is also having trouble registering his vehicle. He was handed a document from Town Clerk, Mary Jo McCullough, explaining that he must reside at the address where the vehicle is being registered. The document went further to explain that at this time there is no home on the property, therefore she is unable to register the vehicle.

Mr. Gibbs informed the Board that his name had been removed from the property assessment card. Town Administrator Wrigley informed Mr. Gibbs that his name has been added back to the assessment card.

After further discussions with Mr. Gibbs, Chairman Burrill, stated that the Board will get answers in writing for Mr. Gibbs within 10 days and if necessary will meet with him again.

- Chairman Burrill thanked the Town Moderator for not postponing the voting on March 14, 2017 due to the many problems towns are facing by postponing their Town Meeting. He also mentioned that a newspaper report had inaccurate information about Newton.
- The Board has decided to not re-establish the Fire Station Building Committee. A Construction Manager will be used to oversee the building and will report directly to the Board of Selectmen. The Board would like to thank the Committee for their dedication and hard work.
- Selectman Gonyer stated that an Air Quality Report for the Police Station was received and there were no serious conditions, although there was a recommendation for two exhaust fans for the evidence room and the conference room.

**Selectman Gonyer moved to authorize Chief Jewett to purchase exhaust fans for the evidence and conference room not to exceed \$300 per unit. Seconded by Selectman Doggett with a unanimous vote.**

**Manifest:**

**Selectman Doggett moved to sign the Manifest dated April 4, 2017 in the amount of \$100,359.74. Seconded by Selectman Foote with a unanimous vote.**

Selectman Gonyer stated that there was no payment to Sanborn Regional School District on this manifest. Selectman Doggett stated that the School payment is once a month.

**Selectman Doggett moved to sign the manifest for pay period 03/19/2017-04/01/2017 with pay date of 04/06/2017. Seconded by Selectman Gonyer with a unanimous vote.**

**Requisition:**

**Selectman Doggett moved to sign requisition # 2537 from the Executive budget in the amount of \$2,940.00 for the purchase of 5 replacement HP 250 G5 laptops with a 3-year warranty. These computers will replace the failing tablets used by the Board of Selectmen. Seconded by Gonyer for discussion.**

Selectman Gonyer explained that the current tablets being used by the Board are failing. They were purchased for a beta test to see if the Board would find them useful and help reduce the paper usage. The tablets are no longer under warranty and exhibiting different problems. The new laptops are under the \$500 price that the Board was looking to spend.

**Motion passed with a unanimous vote.**

**Selectman Doggett moved to sign requisition # 2650 from the Forestry Fire budget in the amount of \$1,268.10 for the purchase of 1 portable radio. This will allow the Fire Warden to communicate with the Fire Department and Dispatch. Seconded by Selectman Gonyer with a unanimous vote.**

**Training Reimbursement:**

**Selectman Doggett moved to sign the Forest Fire training bill for Richard Dupre in the amount of \$41.88. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Gonyer moved to sign the Forest Fire training bill for Robert Zalenski in the amount of \$49.29. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign the Forest Fire training bill for Edmond Merriam in the amount of \$54.72. Seconded by Selectman Foote with a unanimous vote.**

**Welfare Voucher:**

**Selectman Gonyer moved to sign the welfare voucher in the amount of \$1,226.00. Seconded by Selectman Doggett with a unanimous vote.**

**Veteran's Tax Credit:**

**Selectman Gonyer moved to sign the Veteran's credit for map 8-3-11-16 effective 2017. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign the Veteran's credit for map 7-3-28-2 effective 2017. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Donovan moved to sign the Veteran's credit for map 4-5-14-15 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Donovan moved to sign the Veteran's credit for map 8-3-11-31 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Donovan moved to sign the Veteran's credit for map 8-3-11-40 effective 2017. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Donovan moved to sign the Veteran's credit for map 10-10-40 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Donovan moved to sign the Veteran's credit for map 8-3-11-6 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.**

**Appointments:**

**Selectman Foote moved to sign the re-appointment for Theodore A. Pekalsy and Carolyn J. Pekalsy to the Stewardship Committee to expire on April 30, 2022. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to sign the re-appointments for Jeanne Maggio and Julie Lamere to the Gale Library Trustee Alternate to expire on April 30, 2018. Seconded by Selectman Donovan with a unanimous vote.**

**Selectman Foote moved to sign appointment for Robert Cripps and Christine Kuzmitski to the Cable Committee to expire April 30, 2020. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to sign the re-appointments for Mary Allen and James L. Doggett to the Rockingham Planning Commission to expire April 30, 2020. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to recommend the re-appointments of Alan L. French and Michael Connolly to the Board of Appeals, to Town Moderator Robert Dezmelyk, to expire March 30, 2020. Seconded by Selectman Donovan with a unanimous vote.**

**VII. Adjourn**

**Selectman Doggett moved to adjourn at 8:40pm. Seconded by Selectman Gonyer with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary