



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

DATE: TUESDAY, April 18, 2017

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC 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, Lawrence B. Foote, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public meeting was audiotaped. The non-public Minutes were transcribed and typed by Diane M. Morin. Selectman, Robert S. Donovan Jr. was excused this evening.

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

Non-public Session under RSA 91-A:3 II (c)

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

Selectman Foote moved to close the non-public at 6:50pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – 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 with the exception of 2 employee announcements. Seconded by Selectman Doggett with a unanimous vote.

Chairman Burrill announced that Tom Hanson was moved off of probation to Grade V Step 3 effective March 10, 2017.

Chairman Burrill announced that David Beckwith was moved off of probation to Grade V Step 3 effective February 28, 2017.

II. Pledge of Allegiance

III. Approval of Minutes

Selectmen's non-public and public Meeting minutes dated April 4, 2017

Selectman Doggett moved to approve the non-public and public minutes as written. Seconded by Selectman Gonyer with a unanimous vote.

IV. Scheduled Business

A. Kevin St. James from Rockingham County will be on hand to discuss the County's Tax Bill and to answer any questions.

Chairman Burrill introduced Kevin St. James from the Rockingham County Commissioners Office. Mr. St. James explained what the County bill that the Town pays covers. The County provides services such as running the County Correctional Facility, the Sheriff Department, County Attorney Office and County Nursing Home.

Mr. St. James went on to explain the reason for the 4.8% increase in the County Tax bill portion of the property tax. Some of the funds are being used to remodel the nursing home. The budget includes a 2% rate increase for all employees. There has not been a salary review in over 12 years. Mr. St James will forward the information on the salary report to Town Administrator Wrigley.

Mr. St. James offered the Town to use the buying power the County has for office supplies. There is also an inmate program where inmates work for the Town on special projects. The Town only needs to provide meals for the inmates while working.

Mr. St. James explained the difference between the Commissions and the Delegation portion of the budget. The Delegation is made of the local Representatives and they oversee the Commissioners. He highlighted other increases within the budget.

Selectman Foote asked about the Dispatch line item and Mr. St. James explained that money is income from the Seabrook Nuclear Facility. He also went on to inform the Board that the Fire Departments within the County are using an old paging system and that the Commissioners are working to upgrade the Fire Departments paging system.

Selectman Doggett stated that for the amount of money paid to the County in taxes is a good deal for the Towns.

Selectman Gonyer asked how percent portion of the Tax bill is determined. Mr. St. James stated it is based on the number of residents in the Town.

Chairman Burrill expressed his thanks to Mr. St. James for speaking to the Board and residents.

B. Port One Architect contract for Fire/Rescue Station Building.

Chairman Burrill welcomed Mr. Kelly Davis from Port One Architect. He went on to summarized where things are with the contract. Town Consul was not able to return their opinions in time for the Board to review. Chairman Burrill proposed that the Board send an email with changes Town Consul proposed to Mr. Davis for him to review. Chairman Burrill asked when Mr. Davis would be able to respond to the requests for changes in the contract. Mr. Davis stated it would depend on what changes were

requested to determine how long he would need to respond back. Chairman Burrill stated the Board will get together for a special meeting to sign the contract once agreed upon.

Mr. Davis would like to come back and review the next phases with the Board once the contract is signed. So as not to hold up the project, the Board agreed to hold special meetings when needed. Chairman Burrill suggested holding a meeting on Thursday, April 20, 2017 at 6:00pm to sign the contract should Port One and the Board reach an agreement.

C. 2017 Pay Matrix

Town Administrator Wrigley explained that in April of each year she provides an update to the Board on every employee's grade, step and salary.

Selectman Doggett moved to sign the pay matrix as presented on April 2, 2017. Seconded by Selectman Foote with a unanimous vote.

D. Options for AED training

Selectman Foote explained that the Joint Loss Safety Committee would like to know how the training will be paid for. The Fire Department has an employee that is a certified instructor that can hold the training session. The training takes about 2 hours for a refresher. The cost of the certificates is \$10 per card which would include a card for First Aid and CPR. The Committee would like to see each department pay for the cards and the Fire Department will pay the hourly salary for the instructor.

A refresher course will be held on Saturday, April 22, 2017 at the Fire Station from 8:00am-10:00am.

Selectman Gonyer would like to encourage all employees where an AED is located to take the training.

E. Clarification on DOT's elimination of crosswalk in front of the Town Hall.

Chairman Burrill received an email for DOT making sure the Town understood that the crosswalk will not be re-painted. Chairman Burrill will respond to the email in the affirmative.

Selectman Doggett spoke with the Commission of the Department of Transportation regarding the paving of Merrimac Road. The Commission had no issues with Road Agent Pivero calling the local district supervisor to reschedule the re-paving of Merrimac Road. Road Agent Pivero was told differently by the local district supervisor. He went on to further explain that the State considers the entrance to 8 Merrimac Road as a driveway and that the State will just pave up to the driveway entrance. It is up to the Town to meld the driveway to the State road.

F. Elderly Housing Units available as of April 1, 2017.

Secretary Morin reviewed the number of new dwelling units from April 1, 2016 to March 31, 2017. The number of Elderly units that could be potentially designated is 24.

Selectman Doggett moved to adopt the number of Elderly housing units for discussion. Second by Selectman Gonyer.

Selectman Doggett would like to know if there's an expiration on the units that were issued to Jacob's Way. There has been no new building activity at the site for several years. Upon further discussion, it should be the Planning Board that makes the recommendation to release the elderly units. This will allow other developers to build elderly housing within the Town.

The motion passed unanimously.

G. State sponsored auction May 20, 2017.

Selectman Doggett spoke to the matter. He stated that normally the Town does not participate in the auction. The Ambulance was deemed not road worthy to be auctioned off. Secretary Morin will contact Chief Jewett to see if the Police Department would like to participate in the auction in order to sell the unused cruisers.

V. Announcements

Chairman Burrill announced that the Memorial Day Parade will take place on May 29, 2017. Step off will be at the Central Fire Station at 10:00am. The parade route will head north on Main Street to Highland Street and turn left on to Whitter Street.

Chairman Burrill announced tentative dates for the 5K run on June 24, 2017 and Olde Home Day on September 30, 2017.

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

➤ **Other Business:**

A. Greenie Park Irrigation issues

Chairman Burrill stated that there are some issues with the irrigation system at Greenie Park that the Landscaper identified. They were not able to get the entire system up and running but did find 6 broken sprinkler heads. The Landscaper would like to know if the Town would like them to make repairs to get the system operational.

Road Agent Pivero worked at the site to enlarge the baseball path which may eliminate one zone.

Chairman Burrill wants the Board to understand that the quote received was an estimate and the cost could be lower or higher.

B. Discuss yearly evaluations of Employees to be in the same month.

Chairman Burrill would like to see employee evaluations due to the Town Administrator Wrigley on a specific date yearly instead of employee anniversary month. Selectman Doggett suggested September or October.

Selectman Doggett moved to have all employee evaluations must be completed and submitted by each Department head by September 14, 2017. Seconded by Selectman Gonyer for discussion.

Town Administrator Wrigley will notify the department heads of the Boards decision.

Town Administrator Wrigley will take on a case by case basis evaluation request from department heads for employees' that need to be evaluated prior to September 14, 2017,

Motioned passed with a unanimous vote.

C. Review March Ambulance Fund

Town Administrator Wrigley reviewed the report Bookkeeper Kim Hughes provided to the Board. The Board would like to see reports like these for all the funds the Board is responsible for.

D. Summary of Expenditures as of April 11, 2017

The Board reviewed the expenditures as of April 11, 2017. The Highway Department is in the red for the snow removal budget line item. Should the weather turn bad funds will need to come from another line item.

E. Street clean up April 23, 2017 hosted by Amanda Langlois along with Ocasio's True Martial Arts students.

Chairman Burrill received an email from Mrs. Amanda Langlois requesting permission to clean some streets in Town. Road Agent Pivero needs to know which roads the volunteers will be cleaning. Secretary Morin will contact Mrs. Langlois asking which roads will be cleaned and will notify Road Agent Pivero. Road Agent Pivero stated that volunteers need to wear safety vests.

Chairman Burrill would like to thank Ocasio's True Martial Arts for their service.

F. Memo from Bookkeeper asking for clarification of "Overtime Compensation" and "Overtime Pay" policies.

The Bookkeeper would like clarification on PTO and Overtime on the same day. Selectman Gonyer explained how PTO works. An employee cannot take PTO and then be paid overtime on the same day. Selectman Doggett stated that Town policies overrule department policies. The Department head needs to approve the overtime. The employee cannot overlap PTO and overtime on the same day. Upon further discussion, Selectman Gonyer asked to have the Bookkeeper call her for further explanation.

G. Veterans new sign.

Road Agent Pivero spoke to the request. The sign is being donated by Sign Design in Plaistow, NH. He would like the Board to send a thank you to the owner of Sign Design for her donation. Road Agent Pivero would like to see the new sign be placed near the monument which is in front of the Town Hall.

Selectman Doggett moved to send a thank you letter signed by the Board to Lorraine DeSalvo owner of Sign Design in Plaistow, NH for her donation of a new Veterans sign. Seconded by Selectman Gonyer with a unanimous vote.

➤ Manifests

Selectman Doggett moved to sign manifest dated April 18, 2017 in the amount of \$584,230.90 of which \$541,554.00 is for the School payment. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to sign manifest for Pay Period 4/2/2017-04/15/2017 with pay date of 04/20/2017. Seconded by Selectman Foote with a unanimous vote.

➤ Appointments

Selectman Doggett moved to sign appointment for Vanessa Burrill to the Recreation Commission to expire on April 30, 2020. Seconded by Selectman Gonyer with a unanimous vote. Chairman Burrill abstained due to family ties.

➤ Requisitions

Selectman Doggett moved to sign Forest Fire bill in the amount of \$463.02 for brush fire that occurred on April 11, 2017. Seconded by Selectman Gonyer with a unanimous vote.

➤ Veterans Credit

Selectman Doggett moved to sign Veteran's credit for map 2-4-20 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to sign Veteran's credit for map 2-4-30 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 5-5-1-3 effective 2017. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 6-9-10-7 effective 2017. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 7-3-15-1 effective 2017. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 7-3-21-16 effective 2017. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 7-3-28-4 effective 2017. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 7-3-33-1 effective 2017. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 7-3-43 effective 2017. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 8-3-11-46 effective 2017. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Veteran's credit for map 10-2-9-6 effective 2017. Seconded by Selectman Doggett with a unanimous vote.

Selectman Foote moved to sign Veteran's credit for map 11-10-14 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veteran's credit for map 12-4-8 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veteran's credit for map 13-3-8-10 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veteran's credit for map 13-3-11-81 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veteran's credit for map 13-3-11-109 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veteran's credit for map 7-3-14-4 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veteran's credit for map 13-3-5-1 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to expect the resignation from Annie Collyer as Secretary of the Recreation Commission with thanks. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to post the open position for the Recreation Commission Secretary. Seconded by Selectman Foote with a unanimous vote.

VII. Adjourn

Selectman Doggett moved to adjourn the meeting at 8:40pm. Seconded by Selectman Foote with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary