



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

DATE: MONDAY, October 30, 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 session was audio taped; the non-public session minutes were transcribed and typed by Nancy J. Wrigley. The public meeting was audio taped; the public meeting minutes were transcribed and typed by Diane M. Morin. Selectman Robert S. Donovan Jr. was excused this evening.

**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 non-public 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, Foote – aye, Doggett – aye.

Selectman Gonyer moved to close the non-public at 7:07pm. Seconded by Selectman Doggett with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Foote – aye, Doggett – aye

Selectman Doggett 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 Foote with a unanimous vote.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated October 17, 2017

Selectman Foote moved to accept the non-public and public meeting minutes dated October 17, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.

Selectmen's non-public and public meeting minutes dated October 24, 2017

Selectman Foote moved to accept the non-public and public meeting minutes dated October 24, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.

III. Scheduled Business

A. 2018 Budget Review

Chairman Burrill explained the budget review process. The Board will vote on whether or not to accept the proposed budget to be added to the Town draft budget. Chairman Burrill stated that the departments, commissions, committees or boards may need to adjust their respective budgets later on in the process.

a. Planning Board

Planning Board Chairman Barbara White presented the proposed 2018 Planning Board budget. Mrs. White reviewed the proposed budget with the Board. She explained that the increase requested was to cover the increase to the contract cost for the Circuit Rider, for dues and for subscriptions.

Chairman Burrill and Selectman Gonyer asked about the line items that have funds allocated to them but have not been used. Selectman Doggett stated that the funds need to be in the budget in case an unanticipated need arises during the fiscal year. Should the funds not be used, they would go back into the Town's General Fund.

Selectman Doggett moved to include the 2018 Planning Board budget in the 2018 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.

b. Cemetery Trustees

Mr. Bill Landry presented the proposed 2018 Cemetery Trustees budget to the Board. Mr. Landry stated the Trustees are recommending a level funded budget. The Trustees have re-allocated funds in the budget to cover the increase in grounds maintenance.

Selectman Gonyer asked about the current level of spending for grounds maintenance. Mr. Landry explained that the expenses on the worksheet are current up to September, 2017. The Trustees have submitted ground maintenance bills from September and October. Mr. Landry stated that by the end of 2017 the amount left in the grounds maintenance line item should be about \$58.00.

Chairman Burrill asked where the funds came from for the hot topping in the cemetery. Mr. Landry explained that the funds came from the warrant article that the Town approved where the funds collected from the sale of graves are then used to maintain and improve the cemeteries.

Mr. Landry would like to thank Tim Hajjar for his work on repairing the grass that was disturbed during the paving at no cost to the Town.

Selectman Gonyer moved to include the 2018 Cemetery Trustees budget in the 2018 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.

c. Zoning Board of Appeals

Mr. Tom McElroy presented the proposed 2018 Zoning Board of Appeals budget. The Board of Appeals is recommending a level funded budget. In the first half of 2017, the

Board of Appeals did not see much activity. Now the Board of Appeals is seeing an uptake of activity.

Chairman Burrill asked what the line item "legal" is used for. Selectman Doggett stated that it could be used to contact an Attorney or for an unanticipated event. Chairman Burrill stated that there might be room to cut the "legal" line item budget should the need arise.

Selectman Foote moved to include the 2018 Board of Appeals budget in the 2018 Town's draft budget. Seconded by Selectman Doggett with a unanimous vote.

d. Conservation Commission

Selectman Gonyer presented the proposed 2018 Conservation Commission budget. The Commission is recommending a level funded budget. Selectman Gonyer explained that there will be some outstanding expenses before the end of the 2017 such as a laptop. Selectman Gonyer further explained that some years there is little to no activity for the Conservation Commission to act upon. Then there are other times that the Commission sees activity and the budget line items are place holders for those activities.

Chairman Burrill stated that the Conservation Commission should be one of the last budgets reviewed as their expenses are not submitted until the end of the year.

Selectman Gonyer moved to include the 2018 Conservation Commission budget in the 2018 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.

e. Welfare Assistance

Town Administrator Wrigley presented the proposed 2018 Welfare budget. Town Administrator Wrigley is recommending a level funded budget.

Selectman Doggett moved to include the 2018 Welfare budget in the 2018 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.

f. Cable Committee

Secretary Morin presented the proposed 2018 Cable Committee budget. The Cable Committee is recommending a level funded budget. Secretary Morin explained that current expenditures for the "salary" line item are low because there was no Station Manager.

Selectman Gonyer asked why there was over expenditures for "other expenses" line item. Secretary Morin explained that the Committee advertised for a Cable Operator and Station Manager. And the Committee also purchased re-chargeable batteries.

Selectman Foote moved to include the 2018 Cable Committee budget in the 2018 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.

B. Residential Sticker – update

Chairman Burrill recommends that Transfer Station Manager DiFalco, Town Clerk McCullough and Selectman Gonyer meet to discuss where the resident sticker should be placed on vehicles. Then bring their recommendation back to the Board of Selectmen for their meeting on November 7, 2017.

Selectman Gonyer stated that she is aware of one inspection station placing the resident sticker above the State inspection sticker. Secretary Morin stated that when she spoke to the DMV about the inspection sticker placement, she was informed that a clear view of the inspection sticker is recommended. Selectman Gonyer stated that the sticker can be placed on different windows of the vehicle provided it does not hinder the driver's view.

Town Administrator Wrigley spoke with Transfer Station Manager DiFalco about moving the building to the opposite side of the driveway. Upon further discussion the Board does not believe this would be a good solution. Selectman Gonyer suggested a wide-angle mirror on a post, positioned so that the attendant would be able to see the sticker on the lower right-hand side of the vehicle windshield.

C. Veterans Day Observance

Chairman Burrill stated that the Town will be holding a ceremony honoring all Veterans at 8 Merrimac Road on November 10, 2017 at 11:00am. Attendees are asked to park on Merrimac Road for this event. Chairman Burrill has a student coming that will sing the National Anthem. He is hoping to have a Color Guard there as well. Refreshments will be served in the training room in the Police Station after the ceremony.

IV. Announcements

Selectman Foote read a thank you letter received from the Foundation of Neyba -US for expired fire equipment that the Town donated to Neyba, Dominican Republic. The following items were donated:

- 1993 Ford E350 ambulance
- 500-800 feet of 1.5" fire hose
- 5-7 firefighter gear
- 2 helmets
- Pagers
- 2 portable radios
- Helmet lights

Selectman Foote would like to do a press release prior to releasing the equipment. Chairman Burrill will contact the Lawrence Eagle Tribune representative for a photo opportunity.

Selectman Doggett moved to donate expired firefighting equipment to the Foundation of Neyba-US. Seconded by Selectman Gonyer with a unanimous vote.

Chairman Burrill made the following announcements:

Craig Fortin was hired as a probationary firefighter for 1-year conditional upon passing a background check and physical at Grade X Step 3 with effective date of October 18, 2017.

Justin Kane was promoted to Acting EMS Lieutenant effective October 24, 2017.

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

- Manifest

Selectman Doggett moved to sign vendor manifest dated October 30, 2017 in the amount of \$44,356.05. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to sign vendor manifest for New Fire/Rescue Station in the amount of \$102,631.34. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to sign payroll manifest for pay period 10/15/2017-10/28/2017 with a pay date of 11/2/2017. Seconded by Selectman Gonyer with a unanimous vote.

- Veteran's Tax Credit

Selectman Foote moved to sign Veterans Tax Credit for map 10-1-13 effective tax year 2019. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veterans Tax Credit for map 13-2-3 effective tax year 2018. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veterans Tax Credit for map 14-2-4 effective tax year 2018. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign Veterans Tax Credit for map 7-3-14-21 effective tax year 2018. Seconded by Selectman Gonyer with a unanimous vote.

- Requisitions

Selectman Foote moved to sign requisition # 3025 in the amount not to exceed \$50.00 for postage for Thank You notes to all vendors and Town Officials for their participation in Olde Home Day. Seconded by Selectman Gonyer with a unanimous vote.

➤ Other

Selectman Gonyer stated that the Conservation Commission currently has 3 members and 1 alternate. The Conservation Commission would like to reduce the number of members due to lack of members on the Commission. Chairman Burrill stated that a warrant article would be needed so the Town can vote on the request.

Selectman Gonyer requested Town Administrator Wrigley and/or Secretary Morin check the Conservation Commission's by-laws to see when the number of members was changed or decided upon.

Chairman Burrill announced that November 4, 2017 the Transfer Station will be holding a Household Hazardous Waste Day. He reminded residents that the hours will be 9:00am -12:00pm unless the allocated funds are reached. In this case the collection would be stopped. Chairman Burrill stated that the Police Department Duty Officer will stop by the Transfer Station around 11:00am.

Chairman Burrill, Selectmen Donovan, Foote and Doggett will be at the Transfer Station to assist with Household Hazardous Waste Day.

Town Administrator Wrigley stated that a voucher policy needs to be written before the issuance of vouchers next year.

Town Administrator Wrigley asked if a resident can have a resident sticker for a company vehicle. Selectman Gonyer stated that they could apply for a mirror tag for one year provided they have a letter from the Company stating that the company vehicle can be used to haul the resident's household waste and they must provide proof of residency.

Selectman Doggett stated that he attended the Powwow River Watershed meeting on October 25, 2017. They will be meeting every other month for the next year. Selectman Doggett stated these meetings and the information gather from them will help with the preparation of the MS-4 application.

VI. Adjourn

Selectman Doggett moved to adjourn at 8:11pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary