



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

DATE: TUESDAY, December 5, 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, Lisa L. Gonyer, Vice-Chairman, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The public meeting was audio and video taped. The non-public session minutes were transcribed and typed by Town Administrator Wrigley. The public meeting minutes were transcribed and typed by Diane M. Morin. Selectmen Robert S. Donovan Jr. and Lawrence B. Foote were 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 Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Doggett – aye.

Selectman Doggett moved to close the non-public at 6:42pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – 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, except to announce an amended Fire Department pay increase for Ronald Jackson from Grade X Step 2, to Grade XI Step 10, effective November 26, 2017. Seconded by Selectman Gonyer with a unanimous vote.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated November 21, 2017

Selectman Doggett moved to accept the non-public and public meeting minutes dated November 21, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.

III. Scheduled Business

A. Budget Review

a. SWDA – Transfer Station

Transfer Station Manager DiFalco presented the 2018 proposed SWDA budget to the Board. Budget line item Hauling was increased to cover increased hauling rates. Selectmen Gonyer asked what line item Site Monitoring covered. Transfer Station Manager DiFalco explained that is for testing of area wells for contaminants. There are also increases proposed to line items Resident Stickers and Voucher System.

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

b. Executive

Town Administrator Wrigley presented the 2018 proposed Executive budget to the Board. She is recommending level funding for 2018.

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

c. Fire Warden

Fire Warden William Ingalls presented the 2018 proposed Forest Fire budget to the Board. Mr. Ingalls explained that he applied for is a 50/50 grant whereas the Town will pay 50% of the grant. The grant money needs to be used before August 31, 2018. The grant will be used to purchase firefighting equipment for the Fire Department.

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

d. Legal

Town Administrator Wrigley presented the 2018 proposed Legal budget to the Board. She is recommending level funding for 2018.

e. Street Lighting

Town Administrator Wrigley presented the 2018 proposed Street Lighting budget to the Board. She is recommending an increase of funding for 2018 due to electrical rate increases.

Chairman Burrill asked if there have been any communications from a joint meeting with surrounding Towns about a group discount for electricity. Town Administrator Wrigley stated that there have been no updates. She stated that Rockingham Planning Commission (RPC) is looking into forming an electricity purchase aggregation program. The program would allow participating Towns to purchase electricity at a lower cost. Town Administrator Wrigley stated she and Bookkeeper Hughes are working on gathering the information needed and will submit the paperwork to the RPC.

Selectman Doggett moved to include the 2018 Legal and Street Lighting budgets in the 2018 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.

B. New Fire/Rescue Station

a. Project update

Construction Manager (CM) Pivero informed the Board that there has been a delay in the project. A manufacturer defect has been found in the siding. CM Pivero has been in touch with the manufacturer to have all the siding replaced. The manufacturer will be sending new panels that are thicker gauge metal. CM Pivero requested that the manufacturer reimburse the town for time and labor for removal of defective panels and installation of new panels. CM Pivero should have an answer within the next day or so.

CM Pivero stated that due to this issue the project is behind by 2 or more weeks. He does not expect to have the building weather tight before the yearend.

C. Road Agent

Chairman Burrill stated that he was contacted by residents concerning the 2 intersections of Williamine Drive and Smith Corner Road. The line of sight when exiting from either of the Williamine Drive exits is poor and this is a high traffic area. Chairman Burrill would like to have Road Agent Pivero do a site survey to see what can be done to improve the line of sight. Road Agent Pivero stated that part of the problem is the large trees that are alongside the road and on private property. Another issue is the berm on the north end exit of Williamine Drive and Smith Corner Road. The berm would need to be cut back to help improve the line of sight. Road Agent Pivero stated that funds would be needed to cut the trees and cut the berm. Secretary Morin asked if the funds could come from the Additional Highway Block Grant the Town received in 2017. Road Agent Pivero will verify if the grant funds could be used.

Road Agent Pivero will perform the site survey and inform the Board of the results.

D. Snow Plow Policy

Selectman Gonyer explained the change to the 2018 Snow Plow Policy is that all Contractors need to sign the Independent Contractor agreement and that the new worker's compensation 2018 rate was updated.

**Selectman Gonyer moved to accept the 2018 Snow Plow Policy as written.
Seconded by Selectman Doggett with a unanimous vote.**

Road Agent Pivero asked if the town employees need to sign the Independent Contractor Agreement. Selectman Gonyer stated that if the employee is paid by the town they are not considered an Independent Contractor.

E. Fire Department – Washer/Dryer Purchase

Town Administrator Wrigley informed the Board that Chief Alcaidinho would like to hold off on this purchase until the next meeting. One of the fire trucks is in need of repair and at this time the cost to repair is not known.

F. 2017 October Revolving Funds

Town Administrator Wrigley asked the Board if they would like to keep this item on the agenda. Upon further discussion the Board would like to have the Bookkeeper email the Board members the summary each month for their review.

G. Town Road usage – Earth Rock Run request for 2018

Chairman Burrill informed the Board that Earth Rock and Run is a ½ marathon that will run through a section of Town.

Selectman Doggett moved to authorize Earth Rock Run's request to use Town roads. Seconded by Selectman Gonyer with a unanimous vote.

Secretary Morin will respond to the request and inform the organizers that they cannot paint markers on the Town Roads.

H. 2018 Landscape Contract – Town Properties and Newton Safety Complex

Secretary Morin reviewed the current expenditures for 2017 with the Board. She then reviewed the proposed contract cost for the Town Hall, 2 Amesbury Road, 35 South Main Street, Gale Library and the Marshall House. The proposed contract price is \$31,740.00 and is for 3 years, 2018-2020. The contract does not include any additional services such as repairs from plow damage nor repair of the irrigation system.

The Safety Complex at 8 Merrimac Road would be a one year, 2018, per service contract due to the ongoing construction at the site. Once the construction is finished, the landscaper will be able to provide an estimate for any additional mowing needed. At the end of 2018, the cost for 2019 and 2020 would be set.

Selectman Doggett would like to review the numbers in more depth with Secretary Morin.

Chairman Burrill stated that a warrant article should be proposed for the 2018 Town Meeting to sell the property at 35 South Main Street once the New Fire/Rescue Station is completed.

I. Gale Library exterior railings

Town Administrator Wrigley stated that Bill Landry, David Simpson and Steve Healy provided their time and labor to install a new exterior front railing. She is requesting the Board sign the letters of thanks.

Selectman Doggett moved to sign letters of thanks to Bill Landry, David Simpson and Steve Healy. Seconded by Selectman Gonyer with a unanimous vote.

J. 2018 Selectmen meeting schedule

The Board reviewed the 2018 Selectmen's meeting schedule. An error was corrected for the month of July. The August 7th meeting was removed from the schedule.

- K. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$100.00 from Newton Historical Society to the Newton Food Pantry**

Selectman Doggett moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$100.00 from Newton Historical Society to the Newton Food Pantry. Seconded by Selectman Gonyer with a unanimous vote.

- L. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$50.00 from Parah Family Trust in memory of the Lynn's to the Newton Food Pantry**

Selectman Gonyer moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$50.00 from Parah Family Trust in memory of the Lynn's to the Newton Food Pantry. Seconded by Selectman Doggett with a unanimous vote.

- M. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$317.00 from Newton Recreation Commission to the Newton Food Pantry**

Selectman Gonyer moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$317.00 from Newton Recreation Commission to the Newton Food Pantry. Seconded by Selectman Doggett with a unanimous vote.

IV. Announcements

Selectman Doggett moved to place a spending freeze on all Town budgets not to exceed \$500.00 effective December 5, 2017 unless authorized by the Board of Selectman. Seconded by Selectman Gonyer with a unanimous vote.

Chairman Burrill stated that the spending freeze does not mean that department heads cannot purchase needed items. They will need to receive Board approval prior to purchasing items unless the item/s needed is an emergency. In this case, Chairman Burrill can authorize the expenditure.

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

Selectman Doggett moved to sign a letter to North Shore Bank authorizing the Treasurer to open a new municipal checking account named "State of New Hampshire DMV" for the purpose of transferring funds to the State in a timely manner. Seconded by Selectman Gonyer with a unanimous vote.

Joint meeting with Sanborn School Board

Secretary Morin received a phone call from Phyllis Kennedy, School Board Secretary from Sanborn Regional School District about the joint meeting between the Newton Board of Selectmen and Sanborn School Board. The School Board asked if the Board of Selectmen would be able to meet prior to one of their meetings, which is on a

Wednesday night. They would like to hold the meeting in the High School Library beginning at 6:00pm. They would also like to see a specific agenda prior to meeting.

Chairman Burrill agreed that a specific agenda should be set. He suggested the agenda be about what each Board will be presenting to residents concerning warrant articles and budgets. Chairman Burrill stated that the meeting should occur on January 8, 2018 at 6:00pm as both Boards do not have meetings scheduled. Secretary Morin will relay the information to Ms. Kennedy.

➤ Manifest

Selectman Doggett moved to sign vendor manifest for dated December 5, 2017 in the amount of \$989,513.23 of that \$400,000.00 goes towards the School payment and \$525,252.00 goes towards the County. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to sign New Fire/Rescue vendor manifest dated December 5, 2017 in the amount of \$123,096.76. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to sign payroll manifest for pay period 11/12/2017 – 11/25/2017 with a pay date of 11/30/2017. Seconded by Selectman Gonyer with a unanimous vote.

➤ Tax Credit

Selectman Gonyer moved to sign Veterans Tax Credit for map 12-2-3-1 effective tax year 2018. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Veterans Tax Credit for map 13-3-11-85 effective tax year 2018. Seconded by Selectman Doggett with a unanimous vote.

➤ Requisitions

Selectman Gonyer moved to sign requisition #2877 in the amount of \$2,959.00 for the Recreation Commission for replacing fencing at the Town Beach. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign Forests and Lands permits bill in the amount of \$1,526.53. Seconded by Selectman Doggett with a unanimous vote.

➤ Other

Selectman Gonyer stated that the Policy and Procedure Sub-Committee recommends changes to the Payroll and Personnel Policies. The changes recommended are to correct grammatical errors.

Selectman Doggett moved to sign the amended Payroll Policy and Personnel Policy. Seconded by Selectman Gonyer with a unanimous vote.

Town Administrator Wrigley stated that some prior amendments to the Personnel Policy were never voted on by the Board. She would like to ensure that all the changes are in the policy and request that the Board vote on the changes at the next meeting.

VI. Adjourn

Selectman Doggett moved to adjourn at 8:26pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary