



**Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 ext. 10 * Fax 382-9140**

www.newton-nh.gov

**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, December 6, 2016
TIME: 6:00PM**

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order, Roll Call Vote

Chairman Doggett opened the meeting at 6:01 pm. In attendance were Selectmen James Doggett, Chairman; Matthew Burrill, Vice Chairman; Robert Donovan, Jr.; Lawrence Foote; Lisa Gonyer, and Town Administrator Nancy J. Wrigley. The Public Meeting was recorded and audiotaped; minutes were transcribed and typed by Barbara White. The Non-Public Minutes were transcribed and typed by Town Administrator Nancy J. Wrigley.

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

Selectman Foote moved to go into Nonpublic Session at 6:01 pm under RSA 91-A: 3 II (a) – (c) HR Matters. Second by Selectman Burrill with a unanimous roll call vote: Doggett – aye, Burrill – aye, Donovan – aye, Foote - aye.

Selectman Gonyer moved to come out of non-public at 7:33 pm. Second by Selectman Foote with a unanimous roll call vote: Doggett – aye, Burrill - aye, Donovan – aye, Foote – aye, Gonyer - aye.

II Pledge of Allegiance

Selectman Burrill stated the Board just came out of a non-public session under RSA 91-A:3 II (a-c) and moved that the Board keeps things that were discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply, with the exception of the following announced personnel changes. Selectman Donovan seconded with a unanimous roll call vote. Doggett - aye; Foote - aye; Gonyer - aye, Burrill - aye, Donovan - aye.

Chairman Doggett announced, by unanimous decision, the following personal changes were approved:

- Scott D. Dole was removed from probation with an increase in salary to Grade XX Step 8 effective December 1, 2016;
- John E. Kane, Jr. was removed from probation to set his salary as Grade XX Step 10 effective December 1, 2016;
- Gail M. LeBlanc, who was previously removed from probation, with an increase in salary from Grade XIV Step 6 to Grade XIV Step 7 effective December 1, 2016; and
- To allow Officer Cory J. Drouin to retain 40 hours PTO to be used next year.

III Approval of Minutes

Selectman Donovan moved to approve the Selectmen's Public and Non-Public Minutes dated November 15, 2016, November 21, 2016, November 28, 2016 as written; second by Selectman Gonyer with a unanimous vote.

IV Scheduled Business

A. 2017 Budget Review:

Transfer Station – Selectmen Burrill stated there was a \$24,000 increase for 2017.

Selectman Doggett has concerns regarding the proposed 14% increase in salary line.

Selectmen Burrill and Selectmen Gonyer noted the 2017 proposed budget is less than 2016 default.

Town Administrator Nancy Wrigley noted resident vouchers are only issued every other year.

Selectmen Burrill encouraged all residents to recycle as it brings money into the town to defray some of the costs.

Selectman Burrill moved to accept the 2017 Solid Waste Disposal budget and add it to the general budget for review; second by Selectman Gonyer with a unanimous vote.

Selectmen Gonyer noted and appreciated that there were areas where the budget had been decreased.

B. Town Assessor Discussion:

Town Assessor Andrea Lewy explained her proposals to the Board. She noted Newton is lower in exemptions than some of the surrounding communities.

Elderly Exemptions

The current elderly exemption has income criterions of \$25,000 for single and \$30,000 for married.

She proposes a change to \$35,000 for single and \$45,000 for married.

She also proposes the elderly exemption amounts be increased as follows:

- ages 65-74 to increase from \$65,000 to \$85,000;
- ages 75-79 to increase from \$85,000 to \$95,000;
- and age 80 and over to stay at \$110,000.

She explained this would be in fairness to the elderly and provides a cost of living increase since the town last adjusted the criteria amounts. A warrant article could be put forward if the board is in agreement.

She further explained that at present, the disabled exemption for married persons is \$10,000 more than for the elderly and it would be more fair if the elderly income limits were at least equal to those adopted for the disabled income limits. Selectman Burrill thought this should go before the residents in a warrant article.

Solar Exemption

Mrs. Lewy explained at the present time Newton has no exemption for solar installations and there are now several homes in town that have installed solar units. She suggested the town consider, as a warrant article, adopting a solar energy exemption as a promotion for residents to "go green". Mrs. Gonyer agreed this should go before the residents in a warrant article.

Veterans Tax Credit

New law was passed which now allows all veterans to receive a veteran's credit as long as they are a resident of the state, have served at least 90 days and were "honorably discharged" (only wording allowed). The town could opt to adopt this article which would allow these veterans who were previously exempted to qualify for the veteran's tax credit. Selectman Burrill thought this should go before the residents in a warrant article.

The Board noted resident tax rates would be increased to cover these proposed exemptions.

2015 Revaluation Manual

Part of this project was to create a manual and is it is now available for any resident who wants to review it. Selectman Gonyer asked if it could be in electronic form. Mrs. Lewy noted it could be added to the website.

2016 Equalization Ratio

Mrs. Lewy explained that the Equalization Ratio is the assessment in relation to the market. Originally for Newton it came in at 98.8%. 2016 preliminary figures are about 96.8%. Presently homes are selling for more than assessments. The final report will be out in March.

2017 Assessing Contract

The Assessing Contract was updated and has increased by \$100. Selectman Doggett noted Section 27 page 5 recommended the town set aside \$10,000 CIP funds towards the 2020 statistical update and asked if this shouldn't be a Capital Reserve Fund and not CIP? Mrs. Wrigley noted it was a Capital Reserve Fund. Mrs. Lewy suggested the town think about putting aside the funds. The Board tabled the Assessing Contract discussion so they could have more time to review the proposal and will add it to the agenda for December 20, 2016.

Veteran's Credit

Mrs. Lewy reported that one resident has submitted an application for a Veteran's credit and meets the criteria. Selectman Doggett noted this would be voted on in the Other Business section.

C. Fire Department - Chief John Alcainho

There was a question regarding the Forest Fire budget. Chief Alcainho explained the Forest Fire budget falls under the Forest Warden as of 2016. Mrs. Wrigley noted it came out of Fire Department budget but goes together on the MS6.

There is a proposed increase of \$1,000, but there is no one present to speak to this.

Selectman Burrill moved to accept the proposed 2017 Forest Fire budget of \$4,200 to be included in the general budget; second by Selectman Donovan with a unanimous vote.

Fire Department Budget. The proposed budget has some increases but Chief Alcaidinho noted some items have been combined so the amounts have not really increased. Contracts have the most increase. There are contracts for the paging system and EMS billing which the Board has already approved. The contract for the ZOE defibrillator is approximately \$5,000 for a 3-year contract, but this could be split into 3 payments if the Town wishes.

There is an increase in salaries but Chief Alcaidinho reported YTD EMS, rescue and medical assists are close to 305 calls so far from January 1 to November 30 in 2016, and Newton is an on-call station. To date, the department is almost 100 calls over last year. YTD there has been approximately 440 calls for services from the Fire Department.

There is an increase in last year's totals as the grant match increased for 2017. Chief Alcaidinho noted there was a cut in almost every item. Annual dues and contracts used to be dues and subscriptions. Contracts are the majority of the increase. The Maintenance Agreement for the ambulance includes the defibrillator and the automatic CPR machine.

The Radio Contract includes 2-way programming, Firehouse software, ComStar, EMS billing and 2 paging systems. Equipment maintenance, repair and purchase are now combined.

Computer IT services dropped from \$1,500 to \$1,000. The department contracts with an individual to work on the Firehouse software separate from the IT contract with Town.

Next year the Chief will apply for a \$300,000 grant to replace the SCBA equipment which expires in 2017. The Default Budget was revised for the Fire Department.

Selectman Doggett asked how much will be spent to maintain the 23-yr old ambulance? Chief Alcaidinho said the minimum is close to \$10,000. The present ambulance needs tires, brakes, suspension work and is leaking fluids. East Kingston has offered to sell Newton their old ambulance (which is only 9 years old and has lower mileage) for \$15,000, which includes radios and a stretcher system. With the opportunity of having a much more reliable ambulance, Selectmen Doggett would rather purchase the newer ambulance from East Kingston than put \$10,000 into the 23-year-old one.

The Board discussed if they could find the funds to purchase the ambulance. They could use the funds from the Fire Department budget that would have been used for repairs on the old ambulance which would lower their budget by \$10,000. Selectmen Burrill noted it would support itself after a while in usage fees. Selectman Doggett suggested accepting East Kingston's offer to purchase the ambulance.

Burrill moved to accept the proposed 2017 Fire Department budget of \$312,820 (a \$40,050 increase over last year's amended budget) with a reduction of \$11,000 to be included in the general budget (\$10,000 from the vehicle repair line and \$1,000 from the vehicle maintenance line); second by Donovan with a unanimous vote. Selectman Gonyer suggested the reduction of the Fire Department Budget be contingent on the purchase of the ambulance, with unanimous agreement.

When asked just what was wrong with the old ambulance, Chief Alcaidinho stated its age, mileage, circuit breakers, the halogen warning lights were outdated, the fuel pump and injectors need replacing and the rear seal and transmission is leaking. It needs brakes, new tires, and suspension work. Selectman Burrill asked what he would value the radio and stretcher system that East Kingston

would be leaving in their ambulance. The Chief estimated the radio could be from \$4,000-\$5,000 and the stretcher could be from \$1,000-\$2,000. Selectman Burrill agreed the town needs it.

Selectman Gonyer moved to approve the purchase of the ambulance from East Kingston at a cost of \$15,000 with \$4,000 to come from the ambulance fund and \$11,000 to come from unexpended balance; second by Selectman Foote with a unanimous vote.

1. Emergency Education Consultants, LLC – Contract

The Chief is asking for approval for Emergency Education Consultants for a 1-year contract for 2017 to continue providing training to the EMS members once month as they have been doing in 2016. The instructor is a paramedic and a licensed instructor. The fee would be split with South Hampton; Newton's portion would be \$1,802.50.

Selectman Gonyer moved to accept the 1 year contract with Emergency Educations Consultants, LLC for \$1,802.50; second by Selectman Foote with a unanimous vote.

2. Standard Operating Procedure – Funeral Protocol / Procedure Administrative #11

Chief Alcadinho asked for approval of this procedure.

Selectman Gonyer moved to accept the Funeral Protocol/Procedure as written. Second by Selectman Foote with a unanimous vote.

3. General Operating Guideline – Fireworks (Commercial Displays)

This policy has been revised for clarity and noted to be for commercial displays. It is in answer to the states inquiry if the town had a policy as per State RSA guidelines.

Selectman Burrill moved to approve the General Operating Guidelines for Commercial Fireworks Displays as written. Second by Selectman Gonyer with a unanimous vote.

4. Use of Bay #6 & #7 at 8 Merrimac Road – Update

The Fire Department has temporarily moved equipment into Bays #6 & #7 at 8 Merrimac Road. There are new keys in the lock box and the Town Administrator has a copy. The reason for the move there is that the bays are well-insulated. The one issue is the forestry truck housed there has water in it and needs to be at 50-degree temperature so the water will not freeze. The previous tenant says the heating system works but it needs oil. Chief Alcadinho asked for permission to have the tank filled. The furnace should also be cleaned as it is not known when it was last cleaned. The fuel tank is in Bay #5. The Fire Department no longer has a use for Bays #1, #2 and #3.

Selectman Burrill moved to empower the Fire Chief to get a quote to do what is needed to get the heat working, including buying fuel oil, and getting the furnace cleaned. Second by Selectman Gonyer with a unanimous vote. Selectman Donovan noted we should get a price for the furnace cleaning.

Selectman Burrill moved to assign Bays #6 & #7 to the Fire Department and release Bays #1, #2 and #3. Second by Selectman Donovan with a unanimous vote.

Fire Chief Alcaidinho noted the electric garage door on Bay #2 does not work and said you have to use Bay #1 to access Bay #2.

D. Solid Waste Disposal Bid

Selectman Doggett stated there are two bids, but neither one has an escape clause. Town Administrator Wrigley contacted DRA to make sure the town can enter a multi-year contract for solid waste disposal and was told that the bidding process for town contracts of this type are common. A lease purchase agreement for a capital item is governed under RSA 33 and would need the approval by the legislative body for an appropriation.

Selectman Donovan noted problems at the Transfer Station have been reported to him by the Manager. Mr. Mello said at that time one compactor was broken and one was full. The one that broke happened on the Saturday after Thanksgiving and he was not informed until Monday. He ordered a new one on Tuesday and it came in at the end of the week. It should have been installed on Monday. He stated his driver spoke with Tom and said if there was a problem he would swap out the container.

Selectman Donovan said they need a third compactor at the Transfer Station. They could get rid of the large item compactor and replace with a regular one. Mr. Mello said they would need to build a chute for a third compactor, which is quite expensive. The Town owns the two chutes that are there now. Selectman Burrill reiterated if people recycled more, there would be less waste. Mr. Mello noted he replaced one compactor in the summer and is replacing the second one now.

In looking at the two submitted bids, Selectman Gonyer noted only one will handle co-mingled, which she sees as a plus. Basically, the price is the same overall.

Selectman Gonyer moved to accept the Solid Waste Disposal Bid from G. Mello Disposal Corp. as written. Second by Selectman Donovan with a unanimous vote.

E. Landscaping Bid for Town Buildings and Greenie Park

Selectman Burrill noted the Town has had the same company for several years. In the fall, there were some issues noted with the contractor not doing some of the items on the contract. The vendor told the Selectmen at a meeting he was not doing what he was contracted to do because it was not in his best financial interest to do so.

Selectman Burrill noted once the Selectmen's Secretary position is filled, that person should visit the Town properties to make sure things are happening as they should be. Selectman Burrill suggested giving another company a try. Considering they only had two bids, they should reach out to other towns to see who they use and see if they want to bid. It was not advertised widely.

Selectman Burrill moved to keep the landscaping budget the way it is and try to get some additional proposals to review. Second by Selectman Donovan with a unanimous vote.

Selectman Gonyer moved to put approval of the landscaping bid on hold. Second by Selectman Donovan with a unanimous vote.

F. 2016 Town Report Printing Bid

Selectman Doggett reported there were a total of 5 bids and asked the Board to review the spreadsheet. Selectman Burrill asked Town Administrator Nancy Wrigley who did the printing last year and her response was RAM Companies out of East Hampstead, NH. Selectman Gonyer noted they were the lowest bid and had no pickup or delivery fees.

Selectman Burrill moved to accept the bid for printing the 2016 Town Report from RAM Companies. Second by Selectman Donovan with a unanimous vote.

G. Planning Board – Country Pond Fish & Game Site Restoration Release & Financial Guarantee Reduction to 10% for plantings.

Selectman Doggett explained there had been a financial guarantee of \$102,565 for site restoration for Country Pond Fish & Game. The site has been restored and it has been recommended by the Planning Board to release those funds.

Selectman Burrill moved to release the \$102,565 plus interest back to Country Pond Fish & Game. Second by Selectman Donovan with a unanimous vote.

Country Pond Fish & Game also posted a \$28,420 financial guarantee for plantings only and the Planning Board is recommending to return all but \$5,983 of that amount.

Selectman Foote moved to release \$22,437 plus interest back to the Country Pond Fish & Game. Selectman Donovan seconded with a unanimous vote.

H. Virtual Town Hall Upgrade

Selectman Gonyer noted the service fee for the Virtual Town Hall will not increase, there is a one-time charge of \$ 4,500 for the upgrade, with training and installation. This includes new software installed and people trained. Now, there is only person who knows how to support the Virtual Town Hall and remembering the problems there were when the laptop power cord was destroyed, there needs to be a back-up person for the system to run properly.

This upgrade will eliminate proprietary status on just one machine and the \$150 per user fee. Updates can be conducted from any machine in any location. With the upgrade the town is not limited to just one user and there is no per user fee. There can be as many users as we want to; you are not limited to the number, and not be limited to only one user. There is no per user fee with the upgrade. The upgrade payment can be spilt for 1, 2 or 3 years. The annual service contract is \$1,500 - \$2,000.

There are several limitations with the current system because of lack of space. One item needs to be removed before another can replace it. The upgrade will eliminate this problem.

Selectman Donovan asked if this is a good time with a new person coming into the Selectmen's office. Selectman Gonyer said yes they can be trained, and strongly encouraged the Board to approve the upgrade.

Selectman Burrill moved to accept the quote for upgrades to the Virtual Town Hall in the amount of \$4,500 to be paid in one year. Second by Selectman Donovan with a unanimous vote.

I. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$500 from an Anonymous Donor; and the donation of a Market Basket Gift Card in the amount of \$100 for the Food Pantry.

Selectman Donovan moved to accept and expend unanticipated funds in the total amount of \$600 for the Food Pantry. Second by Selectman Foote with a unanimous vote.

V. Announcements

- There will be a Red Cross Blood Drive at the Town Hall on January 4, 2017 from 2:00 – 7:00 pm.
- On Saturday, December 10 Toys for Tots will be at the Central Fire Station from 10 am to 2pm.
- There will be a tree lighting and food drive at 8 Merrimac Rd. (Newton Police Station) at 4:30 pm on Saturday, December 10.
- There is a Giving Tree downstairs at Town Hall; anyone who is able is encouraged to pick a present to purchase.

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

- **Selectman Donovan moved to sign the vendor manifest dated 11/29/16 in the amount of \$1,026,324.42 and vendor manifest dated 12/06/16 in the amount of \$1,854,580.17. Second by Selectman Foote with a unanimous vote.**
Selectman Burrill noted one of the checks is for the Sanborn Regional School District in the amount of 1,299,728.00. Also \$1,000,000 check on the first manifest went to the school.
- **Selectman Donovan moved to sign the payroll manifest for pay period 11/13/16-11/26/16 with a pay date of 12/01/06. Second by Selectman Gonyer with a unanimous vote.**
- The signing of the 2017 Newton Municipal Assessing Proposal Contract is on hold and will be included on the December 10 agenda.
- **Selectman Gonyer moved to Sign the Forest Fire Permits dated 11/28/16 in the amount of \$1,265.45. Second by Selectman Foote with a unanimous vote.**
The Fire Chief explained that each time a permit is issued, the issuer is paid \$4 from the fee collected.
- **Selectman Foote moved to sign a welfare voucher in the amount of \$254.09. Second by Selectman Gonyer with a unanimous vote.**
- **Selectman Foote moved to sign a welfare voucher in the amount of 1,075.09. Second by Selectman Gonyer with a unanimous vote.**
- **Selectman Burrill moved to sign the 2017 Preventative Maintenance Agreement with Crossman Air Balancing Consultants & Service re: two (2) Fujitsu Mini Split heat pump systems in Town Hall. Second by Selectman Gonyer with a unanimous vote.**
- **Selectman Burrill moved to approve Requisition #2111 submitted from Recreation for a storage shed for the Town Beach in the amount of \$755.52 which includes shipping. Second by Selectman Donovan with a unanimous vote.**
- **Selectman Burrill moved to approve Requisition #2112 from Recreation for supplies from Home Depot in the amount not to exceed \$1,000 to stabilize the town beach raft. Second by Selectman Foote with a unanimous vote.**

Selectmen's Public Meeting, December 6, 2016

Selectman Burrill noted it has been a tough year for the Town with the default budget. The Selectman had instructed the police to limit overtime as several officers were taking in details. It was researched and determined the detail rate is more than enough to cover the expense to pay an officer time and a half and brings in money to the town. The Selectmen apologize for causing confusion.

Selectman Burrill moved to clarify the policy for the Police Department. Full time Police Officers can take on details as issued by the Chief as per the detail rate and not using PTO. Second by Selectman Foote with a unanimous vote.

VII Adjourn:

Selectman Doggett moved to adjourn at 9:46 pm; second by Selectman Donovan with a unanimous vote.

Respectfully Submitted,

Barbara White