



**Office of the Board of Selectmen
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www.newton-nh.gov

NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, MAY 2, 2017

TIME: 6:00PM

LOCATION: NEWTON SELECTMEN'S OFFICE, 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 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 audiotaped; the public and the non-public minutes were transcribed and typed by Diane M. Morin. Selectmen Lisa L. Gonyer, Vice-Chairman, joined the meeting at 6:07pm

**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, Donovan – aye, Foote – aye, Doggett – aye.

Selectman Doggett moved to close the non-public at 7:08pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – 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 Gonyer with a unanimous vote.

Chairman Burrill announced that Doug Drury was promoted to a Grade IX Step 9 effective October 12, 2016

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated April 13, 2017

Selectmen's non-public and public meeting minutes dated April 18, 2017

Selectmen's public meeting minutes dated April 20, 2017

Selectman Doggett moved to approve the non-public and public meeting minutes as written dated April 13, 2017, April 18, 2017 and the public meeting minutes as

written dated April 20, 2017. Seconded by Selectman Foote with a unanimous vote.

III. Scheduled Business

A. Review and sign FEMA approved Radiological Emergency Response plan.

The Board reviewed the FEMA approved document for Newton's response plan in case of an emergency at Seabrook Nuclear Power Plant.

Selectman Doggett moved to accept the FEMA and State approved Radiological Emergency Response plan for the Town of Newton, NH. Seconded by Selectman Gonyer with a unanimous vote.

B. Fire Station Building discussion with Port One Architect

The contract with Port One Architect was signed by Chairman Burrill on April 27, 2017.

Mr. Kelly Davis from Port One Architect addressed the Board on the next steps that need to be taken to move the new Fire Station building project along. He is recommending that the Town hire a Civil/Site Engineer as soon as possible. He recommended that the Board seek out Mr. Dennis Quintal of Civil Construction Engineering who is already knowledgeable on the project. Town Administrator Wrigley will contact Mr. Quintal to request the fee he would charge for site engineering work needed for the project.

Mr. Davis stated the next step is to advertise a Request for Proposal (RFP) for a Construction Manager. Mr. Davis supplied an RFP that could be used for this. The Board discussed the amount of time needed to complete for the RFP process. Mr. Davis recommended 2 weeks' lead time to get the RFP's back to the Board. The Board agreed to submit a legal notice to the Carriage Towne News and to post the RFP on the Town's web site. The RFP's will need to be submitted to the Selectmen's office by May 24, 2017. The Board will plan on reviewing the RFP's on May 25, 2017 and narrow down the number of applicants to a few qualified applicants. Interviews will be setup for the qualified applicants between May 30 and June 1, 2017. The Board will announce their decision on June 6, 2017 at the Board of Selectmen's meeting.

Selectman Gonyer moved to submit a notice of RFP for a Construction Manager in the Carriage Towne News to run for 1 publication. Seconded by Selectman Doggett with a unanimous vote.

Secretary Morin will send a link to the web site to the Board once the RFP is posted on the Town's web site.

Selectman Donovan volunteered to be the Board's liaison to the Construction Manager. He will attend the project meetings once a month. He will visit the site and report any issues back to the Board.

Selectman Gonyer moved to have Selectman Donovan be the Board's liaison to the Construction Manager and Architect. Seconded by Selectman Doggett with a unanimous vote.

Selectman Doggett will be the backup liaison.

Mr. Davis summarized the time schedule for the project.

Mr. Davis has concerns about how the driveway meets the road. Chairman Burrill explained that the Road Agent will ensure the driveway matches up with the road. Selectman Doggett stated he has sent an email to the Department of Transportation informing them of the construction that will be ongoing at 8 Merrimac Road for at least a year.

C. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$92.00 from the Newton Historical Society to the Newton Food Pantry.

Selectman Doggett moved to accept and expend unanticipated funds in the amount of \$92.00 from the Newton Historical Society to the Newton Food Panty.

D. Complaint 7 Meadowview Dr.

Chairman Burrill read the complaint from resident George Middleton of 7 Meadowview Drive. There is an issue with rain runoff going through his driveway. Secretary Morin stated that she spoke to the Road Agent and he informed her that the issue is an old one. At this time, he does not have money in his budget to re-work the road. Upon further discussion, the Board would like to see pictures of the issue and ask the Road Agent to address the issue at the next Board of Selectmen's meeting. Selectman Doggett will take pictures of the issue.

IV. Announcements

Chairman Burrill announced the following job opportunities within the Town. If anyone is interested in applying for any of these openings, please see the Town web site, www.newton-nh.gov or stop by the Town Hall to obtain an application. The openings have been posted at the Newton Post Office, Library and Route 108 General Store.

Recreation Commission is looking for a part-time Secretary with a maximum of 15 hours per month.

Cable Committee is looking for a part-time Station Manager with a maximum of 15 hours per month.

The Transfer Station is looking for a part-time Attendant with a maximum of 24 hours per week.

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

➤ **Other Business**

Chairman Burrill asked the members to review the questionnaire from the Bond Consul and the proposed answers prepared by Selectman Doggett. Selectman Doggett stated that the one question that the Board needed to decide on is where the bond money will be held, money market, certificate of deposit, or other. The Board discussed options available. Chairman Burrill stated that the money would be handled in the consistent manner as other Town funds. The Board will ensure the Bank and Bond Counsel are satisfied with how the money will be handled.

Town Administrator Wrigley explained that the Chairman needs to sign the agreement that states that the Town will not rent the new Fire Station building for non-town related events.

Selectman Doggett moved to make the Town Administrator the Compliance Officer for the bond questionnaire. Selectman Donovan seconded with a unanimous vote.

➤ Correspondences

A. Opening Day for NBSA May 6th.

Chairman Burrill announced Opening Day for Newton Baseball and Softball Association will be May 6, 2017. The NBSA invited the Board to attend.

B. Sign thank you to Ocasio True Martial Arts cleanup April 22, 2017

Selectman Gonyer moved to sign the thank you letter to Ocasio's True Martial Arts for the cleanup done on April 22, 2017. Seconded by Selectman Foote with a unanimous vote.

C. Sign thank you to Lorraine DeSalvo new Veterans sign.

Selectman Gonyer moved to sign the thank you letter to Lorraine DeSalvo for the new Veterans sign. Seconded by Selectman Foote with a unanimous vote.

➤ Manifest

Selectman Donovan moved to sign manifest dated May 2, 2017 in the amount of \$91,413.40. Seconded by Selectman Foote with a unanimous vote.

Selectman Donovan moved to sign pay manifest for pay period 4/16/2017-4/29/2017 with a pay date of 05/04/2017. Seconded by Selectman Foote with a unanimous vote.

➤ Appointments

Selectman Doggett moved to re-appoint Trisha McCarthy to the Conservation Commission to expire on April 30, 2019. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to re-appoint Nancy Slombo to the Conservation Commission to expire on April 30, 2020. Seconded by Selectman Gonyer with a unanimous vote.

VI. Adjourn

Selectman Doggett moved to adjourn at 8:28pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary