



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

DATE: TUESDAY, May 16, 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 6:04pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Selectmen Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., Lawrence B. Foote, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public meeting was audio taped. The public meeting was audio and video taped. The public and a portion of the non-public minutes were transcribed and typed by Diane M. Morin. The non-public HR minutes were transcribed by Town Administrator Nancy Wrigley.

**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 6:04pm 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, Donovan – aye, Foote – aye, Doggett – aye.

Selectman Doggett moved to close the non-public session at 7:59pm. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – aye

Selectman Doggett moved to seal the minutes of the non-public meeting until such time as the majority of the Board decides the circumstances of the sealing do no longer apply with the exception of allowing for the making of announcements of decision made there-in. Seconded by Selectman Gonyer with a unanimous vote.

Chairman Burrill announced the hiring of Ryan C. Geary as a part-time police office at Grade XIII Step 7 effective May 5, 2017

Chairman Burrill announced the promotion of Laura Hillard as an EMT from Grade X Step 1 to Grade X Step 4 effective May 16, 2017.

Chairman Burrill announced that Fireman Timothy Carey is no longer on probation and will move from Grade X Step 7 to Grade XII Step 10 effective May 16, 2017.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated May 2, 2017

Selectmen's public meeting minutes dated May 10, 2017

Selectman Doggett moved to accept the non-public and public meeting minutes dated May 2, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to accept the public meeting minutes dated May 10, 2017 as written. Seconded by Selectman Foote with a unanimous vote.

III. Scheduled Business

A. Meet with Road Agent about 7 Meadowview Drive

Road Agent Mike Pivero addressed the Board with regard to the complaint filed from the homeowner of 7 Meadowview Drive. Mr. Pivero explained that the current issue is due to erosion of the crown on the road and location of the catch basins. In an effort to mitigate the problem, a new catch basin which was located on the road was installed a few years ago. The owner's driveway apron has collapsed as well. The road is scheduled to be re-worked in 2 years as there are other roads in Town that are worse. Road Agent Pivero suggested to install a shim patch alongside the catch basin in an effort to divert the run off to the catch basin.

The Board will respond to the resident via a letter indicating that the road is targeted for 2019 and that the Road Agent will install a shim patch.

B. Review 2017 Hazards Waste Day bid

Town Administrator Wrigley informed the Board that the Transfer Station Manager DiFalco was looking for the Board to decide when the Hazards Waste Day will be held. The Board reviewed the bid legal notice and it will go out as written. The request for proposal will be posted in the Carriage Towne News and on the Town's web site. The bids need to be submitted to the Town by July 13, 2017. Secretary Morin will also send the request for proposal to Clean Harbors.

C. Rental agreement for 8 Merrimac Road

Chairman Burrill explained that there were no changes to the rental agreement and stated that Civil Construction Management has signed the agreement.

Selectman Doggett moved to sign the rental agreement with Dennis Quintal, President of Civil Construction Management for June 1, 2017 to May 31, 2018. Seconded by Selectman Foote with a unanimous vote.

D. Review bank options for bond funds

The Board reviewed the bank options available for the bond fund money. Chairman Burrill asked for a recommendation from Town Administrator Wrigley and Secretary Morin. Secretary Morin recommended Citizens Bank. Town Administrator Wrigley agreed with the recommendation and Bookkeeper Kim Hughes was also recommending Citizens Bank. Selectman Gonyer reviewed the advantage of using Citizens Bank. Chairman Burrill mentioned that North Shore Bank was contacted and they were not offering an interest-bearing checking account.

Selectman Doggett moved that upon receipt of the Bond Bank payment that the money be deposited in Citizens Bank in their Municipal Checking account at .9% interest. Seconded by Selectman Foote for discussion.

Selectman Doggett recommended that the entire amount be placed in a Municipal Checking account rather than spread out over term CD's. He expressed concern on the amount of interest the money can accrue without being penalized by the IRS. He requested Town Administrator Wrigley contact the Bond Counsel for an answer. Selectman Doggett recommendation is to use the interest earned for the soft items needed and if any excess to put towards the first bond payment.

The motion passed unanimously.

Town Administrator Wrigley informed the Board that Treasurer Graichen had requested an opinion from the Bond Bank on which bank to use. The Bond Bank stated that both TD Bank and Citizens Bank have the collateral insurance and that other Towns have used both banks for the same purpose.

E. Request to waiver Transfer Station fees from Newton Junction Baptist Church

Selectman Gonyer reviewed the request. Chairman Burrill stated that the Church allows the Town to use the building at 29 West Main Street for a Fire Station.

Selectman Gonyer moved to waive the transfer fee for construction materials to the Newton Junction Baptist Church. Seconded by Selectman Doggett with a unanimous vote.

F. Painting the garage at 8 Merrimac Road

Secretary Morin asked if the Highway Department would be able to clear the area behind the garage that will be painted. Road Agent Pivero will take a look at the site and have the Highway Department clear the area if needed.

Chairman Burrill explained the program where the inmates from the Rockingham County Jail will do projects for the Town. The Town will be utilizing this program to paint the garage at 8 Merrimac Road. The Town will need to supply all the equipment and lunch for the inmates and the Supervising Officer assigned to them. Secretary Morin reviewed what items she believes they will need.

Selectman Doggett moved to paint the garage building with a cost not to exceed \$2,000. Seconded by Selectman Gonyer for discussion.

Selectman Donovan recommended purchasing the ladders instead of renting them. The total cost of renting would equal the cost of a new ladder. Selectman Gonyer did an internet search and found the cost of a new ladder is more than rental cost.

Chairman Burrill proposed empowering the project manager/s to provide the Town with the most cost effective way for renting or purchasing ladders.

The motion passed with a unanimous vote.

Chief Alcadinho or a member of the Fire Department will be the contact for the project. The scheduled has been set to June 19-21, 2017 with a rain date of June 26-28, 2017.

G. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$14.00 from Planet Aid Inc. to the Newton Food Pantry

Selectman Gonyer moved to accept and expend unanticipated funds in the amount of \$14.00 from Planet Aid Inc. to the Newton Food Pantry. Seconded by Selectman Doggett with a unanimous vote.

H. Sign instruction letter to Bookkeeper for Cable Franchise Fee quarterly check

Town Administrator Wrigley reviewed the cable franchise fee. Chairman Burrill read the letter asking that the Bookkeeper prepare a check for \$2,459.93 (.5%) to be deposited into the Cable Revolving Fund and the remaining \$22,139.39 (4.5%) will remain in the Town's General Fund.

Selectman Doggett moved to sign the letter instructing the Bookkeeper to prepare a check for \$2,459.93 which will then be deposited by the Treasurer into the Cable Revolving Fund. Seconded by Selectman Gonyer with a unanimous vote.

I. Review and sign Bond Attorney documents.

The Board previously reviewed the Bond obligation documents. Selectman Doggett read the Resolution.

Selectman Doggett moved to sign the Resolution as written authorizing the sale of \$1,691,880 general obligation bond of the Town. Seconded by Selectman Gonyer with a unanimous vote.

IV. Announcements

- Selectmen and Town Administrator offices closed for training on May 23, 2017 until 1:30pm

Chairman Burrill announced that the Selectmen and Town Administrator offices will open at 1:30pm on May 23, 2017. The Tax Collector and Town Clerk hours will be open for normal business.

Chairman Burrill announced the Memorial Day Parade will be held on May 29, 2017. In case of inclement weather, the Memorial Ceremony will be held at the Central Fire Station.

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

- Correspondence

A. Sign thank you letter to Lillian McCormack for street cleanup

Selectman Gonyer moved to sign a thank you letter to Lillian McCormack for street cleanup. Seconded by Selectman Foote with a unanimous vote.

- Review 2017 Summary of Expenditures

Selectman Doggett moved to file the 2017 Summary of Expenditures. Seconded by Selectman Gonyer with a unanimous vote.

- Manifests

Selectman Donovan moved to sign manifest dated May 16, 2017 in the amount of \$87,159.42. Seconded by Selectman Foote with a unanimous vote.

Selectman Donovan moved to sign payroll manifest for pay period 4/30/2017-5/13/2017 with a pay date of 05/18/2017. Seconded by Selectman Gonyer with a unanimous vote.

- Tax Credits

Selectman Donovan moved to sign Veterans tax credit for map 7-3-23 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Donovan moved to sign Veterans tax credit for map 5-4-17 effective 2017. Seconded by Selectman Burrill with a unanimous vote.

Selectman Donovan moved to sign Veterans tax credit for map 10-7-9 effective 2017. Seconded by Selectman Gonyer with a unanimous vote.

VI. Adjourn

Selectman Doggett moved to adjourn at 8:46pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary