



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

DATE: TUESDAY, April 3, 2018

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Donovan called the meeting to order at 6:01pm. In attendance were Selectmen, Donovan Jr., Chairman, Lisa L. Gonyer, Vice-Chairman, Lawrence B. Foote, James L. Doggett, Matthew A. Burrill; 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 Nancy J. Wrigley. The public meeting minutes were transcribed and typed by Diane M. Morin.

**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 6:01pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c). Seconded by Selectman Burrill with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.

Selectman Doggett moved to close the non-public at 6:58pm. Seconded by Selectman Foote with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Doggett – aye, Burrill – 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 the hiring of Julia Delotto as a Firefighter/EMT at Grade X Step 7 with a 1 year probationary period, effective April 8, 2018. Seconded by Selectman Burrill with a unanimous vote.

II. Approval of Minutes

Selectmen's public meeting minutes dated March 20, 2018

Selectman Doggett moved to accept the public meeting minutes dated March 20, 2018 as written. Seconded by Selectman Foote with a unanimous vote.

III. Scheduled Business

A. New Fire/Rescue Station

a. Project update

Construction Manager (CM) Pivero addressed the Board. CM Pivero stated that the building of the new Fire/Rescue Station is on schedule. But due to inclement weather the site work is behind. CM Pivero stated that the station may be ready by June 2018.

CM Pivero informed the Board that an agreement was reached with the abutter to allow the Town to utilize the utility poles on the abutter's property to bring power to the new station. There is paperwork for an easement that needs to be completed by the Town and the utility company. Depending on weather conditions, the utility company will begin installing electrical service to the building the week of April 8, 2018.

Selectman Burrill asked if the Board would like to begin the process of selling the old fire station. CM Pivero suggested the Board wait until August 2018 to place the building up for sale.

b. Unexpended funds from New Fire/Rescue Station Bond

Selectman Foote is requesting that funds placed in the capital reserve fund, Safety Complex Building Fund, which was created in 2005 be used to purchase equipment needed for the new Fire/Rescue Station. The amount in the fund is estimated to be between \$4,000.00 - \$4,600.00.

Town Administrator Wrigley will research how the funds can be used.

B. Resident request – Cleanup from winter storms

Resident Joe Simone addressed the Board. Mr. Simone is requesting that the Town help resident's cleanup their property of debris from the winter storms by collecting the debris residents piled along the roadside. Selectman Foote inquired how much the cleanup would cost the Town. Mr. Simone was not sure. Road Agent Pivero addressed the Board and stated that there are insufficient funds in the Highway Department budget nor the resources for this type of work. Road Agent Pivero stated the Additional Highway Block Grant cannot be used as it is for construction or repairs of roads in Town.

Residents can bring the debris to the Transfer Station following the guidelines set forth by the Transfer Station. There are different piles depending on the diameter of the wood brought to the Transfer Station. Under 6" goes to a burn pile whereas the larger debris is in a separate pile.

The Highway Department will handle the broken branches that are hanging from trees that are over the roadways.

Selectman Burrill and Chairman Donovan both stated that residents will be responsible for their property and that the Town cannot fund the cleanup.

Mr. Simone asked the Board to re-address this issue if in six months there is still a lot of debris within the Town. He also asked if there is a program to help the elderly residents with cleanup. Road Agent Pivero suggested using the inmates from the Rockingham County Sheriff to pick up the debris. Chairman Donovan stated that the wait time for this type of labor may be lengthy.

C. Pilot Program – Commercial trash haulers

Mr. Kozec addressed the Board and asked if there have been any participants. Selectman Burrill stated there was one participant.

Mr. Kozec asked what the cost of the permit fee would be for the commercial hauler to participate in the program. Selectman Gonyer stated that the fee is not set until after the pilot program has been run. Once the pilot program is over the Board will re-assess the program and set a permit fee.

Secretary Morin explained how the program would work. The commercial hauler would solicit residents and offer to take their trash to the Transfer Station for a fee.

Selectman Burrill suggested that the participant be invited to the next meeting to review the program.

Transfer Station Attendant (TSA) Kozec informed the Board that the movable steps have been completed and inspected. Town Administrator Wrigley stated that Building Inspector LeMere informed her that if the steps are moved they will need to be inspected. TSA Kozec stated that it defeats the purpose of having movable steps.

Chairman Donovan suggested keeping the dumpster door open, so residents can walk into it. TSA Kozec stated that the door is too heavy to close by hand and that the tractor must be used to close the door.

Selectman Burrill stated that he would like to have Building Inspector LeMere at the next Selectmen's meeting, April 17, 2018, to get his input.

Mr. Simone asked why the pilot program was initiated. Selectman Gonyer stated that it was a warrant article that voters approved. Mr. Simone stated he felt it is a bad idea. Mr. Kozec informed the Board that there is already a service that residents can utilize to have their trash picked up and taken out of Town.

Selectman Doggett noted that the policy has never been adopted and suggest that the Board approve or disapprove the policy.

Selectman Doggett moved to adopt the Commercial Trash Haulers Policy as guidelines for a pilot program. Seconded by Selectman Burrill for discussion.

Selectman Burrill stated that the fee should be removed. Selectman Doggett stated that the Board can adopt the policy and then in another motion waive the fee.

The motion passed with a unanimous vote.

Selectman Doggett moved to waiver the \$500.00 permit fee for the commercial trash haulers pilot program. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved that the pilot program for commercial trash haulers be run for 3 months. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett stated that this pilot program will be reviewed and at that time the Board will decide whether to move forward with the program.

D. Building review 8 Merrimac Road

Selectman Burrill stated that the Police Department building needs some minor construction updates done. Building Inspector LeMere inspected the building and found some minor code violations which will be addressed with the construction updates.

Chief Jewett addressed the Board. He is requesting building materials to create locker rooms in the Sally Port area. Some of the labor will be done by the police officers who have construction experience. In the Building Inspector report, he noted that there needs to be fire doors between the garages and offices.

Selectman Gonyer asked Chief Jewett about the request for the records room being moved to an unused portion of the building. Chief Jewett stated that the records room is 90% moved. The old records room will be converted to an office once the fire doors are installed.

Chairman Donovan suggested that Chief Jewett ask for donations from local merchants. Chief Jewett stated that he is in communication with local building suppliers.

Selectman Doggett asked how many doors are needed. Chief Jewett stated 4 new doors are needed.

Selectman Foote moved to authorize the Chief of Police to expend \$1,880.00 from the General Government Building budget for construction upgrades needed at the Police Station. Seconded by Selectman Burrill with a unanimous vote.

E. Selectman Liaison assignment

Chairman Donovan would like to keep the same assignments except for the addition of a liaison to the Building Department.

Selectman Gonyer stated that she would prefer to not be the liaison to the Transfer Station. Chairman Donovan will take over as liaison to the Transfer Station.

Selectman Burrill moved to have Selectman Doggett remain the Ex-Officio to the Planning Board and the liaison to the Fire Department. Selectman Gonyer will remain the Ex-Officio to the Conservation Commission and will be the new Ex-Officio to the Cable Committee. Chairman Donovan will be the liaison to the Transfer Station and Highway Department. Selectman Burrill will be the Ex-Officio to the Recreation Commission and liaison to the Stewardship Committee and Police Department. Selectman Foote will be the liaison to the Building Department. Seconded by Selectman Foote with a unanimous vote.

Selectman Burrill discussed the Conflict of Interest Policy and stated that he would recuse himself should there be a conflict of interest and hopes the other members of the Board would do the same. The Board agreed with Selectman Burrill.

F. Policy Committee Proposal

Selectman Burrill proposed that the Board of Selectmen's Policy Sub-Committee be changed to a Commission which would include 1 to 2 selectmen and department heads. The Commission would review policies and update as needed. Selectman Gonyer and Doggett expressed concern that a commission would not be as effective due to the number of reviewers. Both stated that the Sub-Committee works well as is for them. Upon further discussion the Board agreed to keep the Policy Sub-Committee as is.

G. Food Pantry donation

Selectman Doggett per RSA 31:95-b moved to accept and expend unanticipated funds in the amount of \$25.00 from Charlotte Senter to the Newton Food Pantry. Seconded by Selectman Foote with a unanimous vote.

H. Copier – Agreement Addendum

Town Administrator Wrigley reviewed the proposed contract renewal with the Board. The contract includes a new copier, which is faster than the current, supplies and service. The contract is for 4 years at a cost of \$337.00 per month.

Selectmen Doggett moved to authorize the Chairman of the Board to sign the lease agreement with Century Copier Specialist for the Town Hall and Fire Department copier. Seconded by Selectman Burrill with a unanimous vote.

I. Memo – Treasurer recommendation

Selectman Doggett moved to appoint Diane M. Morin upon recommendation from the Treasurer to the position of Deputy Treasurer for a 3-year term. Seconded by Selectman Gonyer.

Selectman Burrill stated that the recent election saw no candidates for the Treasurer position. Reviewing RSA 669:69, the Deputy Treasurer would need to fill the vacancy until the next election should the elected Treasurer resign. Selectman Burrill queried Ms. Morin to ascertain if she would be able to fill the vacancy should the Treasurer resign. Ms. Morin affirmed that she would indeed fill the vacancy until the next election.

The motion passed with a unanimous vote.

J. Contract – Landline phone contract renewal

Secretary Morin reviewed the offer to renew the contract with Earthlink/Windstream. The contract offers credit on the 1st, 13th and 25th month of the contract in the amount of \$600.87.

Selectman Doggett moved to authorize the Chairman to sign a 3-year landline phone contract with Earthlink/Windstream. Seconded by Selectman Gonyer.

Selectman Doggett requested that the phone menu be re-recorded by Town Clerk. The Board would like to review the script prior to having the Town Clerk re-record it.

The motion passed with a unanimous vote.

IV. Other Business, Sign Manifests, Requisitions, and Appointments

➤ **Manifest**

Selectman Doggett moved to sign vendor manifest for dated April 3, 2018 in the amount of \$150,751.34. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to sign vendor manifest for New Fire/Rescue Station dated April 3, 2018 in the amount of \$141,896.31. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign payroll manifest for pay period March 18 – March 31, 2018 with a pay date of April 5, 2018. Seconded by Selectman Foote with a unanimous vote.

➤ **Requisitions**

Selectman Burrill moved to rescind requisition #3026 in the amount of \$300.00 for movie theatre tickets for Recreation Commission due to a change in venue. Seconded by Selectman Foote with a unanimous vote.

Selectman Burrill moved to sign requisition #3026-A in the amount of \$300.00 for Recreation Commission for movie theatre tickets to Vision Max in Salisbury, MA. Seconded by Selectman Foote with a unanimous vote.

Selectman Foote moved to sign requisition #3030 in the amount of \$200.00 for Recreation Commission for Wetlands permit application for beach sand. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign requisition #2562 in the amount of \$99.00 for the Cable Committee for yearly renewal for Dropbox Plus. Seconded by Selectman Doggett with a unanimous vote.

➤ Other Business

The Board signed the job description for the Recreation Commission Secretary that was approved at the Selectmen's March 20, 2018 meeting.

➤ Appointments

Selectman Doggett moved to appoint Julie Lamere to a 1-year term as a Gale Library Alternate Trustee to expire on April 30, 2019. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to appoint Jeanne Maggio to a 1-year term as a Gale Library Alternate Trustee to expire on April 30, 2019. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to appoint Marilyn C. Landry to a 3-year term as a member of the Cable Committee to expire on April 30, 2021. Seconded by Selectman Foote with a unanimous vote.

Selectman Foote announced that on April 4, 2018 there will be a Seabrook Emergency Drill being run in Town.

V. Adjourn

Selectman Doggett moved to adjourn at 8:52pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary