



**Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 Option 5 Fax 382-9140**

www.newton-nh.gov

NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, DECEMBER 3, 2019
TIME: 7:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Gonyer called the meeting to order at 7:01pm. In attendance were Selectmen, Lisa L. Gonyer; Chairman, James L. Doggett; Vice-Chairman, Matthew A. Burrill, Kathryn Michaels, Town Administrator Nancy J. Wrigley and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was audio and video taped. The public meeting minutes were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by Town Administrator Wrigley. Selectman Lawrence B. Foote was excused this evening.

II. Scheduled Business

A. Commercial Trash Hauling permit renewal

Mr. Stephen St. Cyr addressed the Board and requested that they renew his permit to transfer Newton residential household trash to the Transfer Station. Chairman Gonyer stated that Mr. St. Cyr is no longer a resident of the Town and under the current policy being a resident of the Town is not a requirement. She also stated that there has been no complaints and the process has been working.

Selectman Doggett moved to renew Newton Waste Company's permit for year 2020 upon payment of \$500.00 for the permit fee. Seconded by Selectman Burrill with a unanimous vote.

B. 2020 Proposed Budget

a. Town Clerk – Election, Registrations, and Vital Statistics

Town Clerk Mary Jo McCullough reviewed the proposed 2020 Town Clerk budget. Selectman Burrill stated that there will be 4 elections to fund. Mrs. McCullough stated that the increase of \$9,627.00 will cover the costs for the elections.

Selectman Burrill moved to include the 2020 Election, Registration and Vital Statistics budget into the 2020 Town's draft budget. Seconded by Selectman Michaels for discussion.

Chairman Gonyer asked if the proposed budget covered the added ballots needed. Mrs. McCullough stated the Town pays for the Town Meeting ballots only. The rest are provided by the State. She reviewed the other increases to the budget with the Board.

The motion passed with a unanimous vote.

b. Tax Collector

Mrs. McCullough reviewed with the Board the proposed 2020 Tax Collector budget. The budget was decreased by \$400.00.

Selectman Doggett moved to include the 2020 Tax Collector budget into the 2020 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

c. Financial Administration:

i. Town Hall and Fire Chief: Quote and Lease to upgrade to Windows 7 PCs

ii. Police Dept: Quote and Lease to upgrade Windows 7 PCs

Chairman Gonyer stated that the reason for replacing the PCs is that Microsoft will be ending support for Windows 7 in January 2020.

Chairman Gonyer asked if the quotes were included in the proposed budget. Secretary Morin stated that they were.

Selectman Burrill asked if the Avitar Software is being fully utilized. Secretary Morin stated that all three programs are being used daily.

Selectman Burrill asked about the increase to the Town Website line item. Secretary Morin stated that the price increased after we budgeted for it.

Chairman Gonyer asked why payroll services decreased. Town Administrator Wrigley stated that Mrs. Hughes, Bookkeeper, was able to negotiate a lower price.

Selectman Doggett moved to include the 2020 the Financial Administration budget into the 2020 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved to authorize Chairman Gonyer to sign 2 quotes from RMON for upgrading PC's at the Town Hall, Fire Chief and Police Department. Seconded by Selectman Burrill with a unanimous vote.

d. General Government Buildings

Town Administrator Wrigley stated that the chemical toilets line item decreased was due to negotiating a lower contract with a new vendor.

Selectman Burrill asked what the difference is between line item Improvements and Repairs. Town Administrator Wrigley stated that Improvements would be used to improve buildings or grounds. The Repairs line item would be used for needed repairs such as a broken light fixture. Both line items cover all the town owned buildings.

Selectman Burrill stated that he does not expect Department Heads to have to manage any improvements or repairs to the building they occupy if the funds are not in their budget. He would expect the Department Head to inform Town Administrator Wrigley or Secretary Morin of any issues who would then contact a vendor to resolve the issues. Town Administrator Wrigley stated that previously every department had a line item in their budget for repairs. Previous Boards decided that all repairs should come from the General Government Building budget and not the department's budget. Town Administrator Wrigley stated that Department Heads need to inform her when there are issues and she will work to resolve them.

Selectman Doggett stated that it might be time to have a property maintenance employee. The funds used for summer grounds maintenance would be enough to cover the salary. Selectman Burrill stated that does not include the purchase and maintenance of the equipment which would need to be funded as well. Chairman Gonyer asked Selectman Doggett to put together a cost analysis of hiring a property maintenance employee to include any equipment that would be needed. Selectman Doggett agreed to doing a cost analysis.

Selectman Doggett moved to include the 2020 General Government Buildings budget into the 2020 Town's draft budget. Seconded by Selectman Michaels. Gonyer – aye, Doggett – aye, Michaels – aye, Burrill – nay. Motion passed.

The Board asked that Town Administrator Wrigley send out a reminder to inform her or Secretary Morin of any building issues that need to be resolved.

e. Assessing

Town Administrator Wrigley reviewed the proposed 2020 Assessing budget.

Selectman Doggett moved to include the 2020 Assessing budget into the 2020 Town's draft budget. Seconded by Selectman Burrill for discussion.

Chairman Gonyer asked where the funding for Statistical Re-Evaluation is coming from. Town Administrator Wrigley stated it will be in the operating budget.

The motion passed with a unanimous vote.

C. Fire/Rescue Station

a. Sprinkler system update – moving forward with variance request

Secretary Morin stated that an application for a variance would need to be completed and submitted with the necessary paperwork to the State Fire Marshal. She recommended the Board engage Mr. Jeff Murphy from SFC Engineering to complete the application.

Chairman Gonyer stated that the Board needs to weigh the costs of filing a variance request against moving forward with the sprinkler system. It is a possibility that the request would be denied, and the money spent could have gone towards the cost of the sprinkler system.

Selectman Burrill moved to approve the completion of the variance request by Mr. Jeff Murphy of SFC Engineering not to exceed \$2,000.00. Seconded by Selectman Doggett for discussion.

Selectman Michaels asked that if the variance is approved would this mean the Town does not have to spend \$250,000.00 on a sprinkler system. The Board replied that is the understanding.

Selectman Michaels asked why a variance was not requested sooner. Selectman Burrill stated that the Board was informed that a variance would not be possible, so the Board did not pursue it. The Board has since received new information that suggests there is a possibility a variance would be granted.

The motion was passed with a unanimous vote.

D. Review quote for printing Town Reports

Secretary Morin stated that only 2 quotes were received. The Board reviewed the quotes.

Selectman Doggett moved to award the 2019 Town report printing to Keystone Press in the amount of \$1,527.17. Seconded by Selectman Burrill with a unanimous vote.

E. Review 2020 Assessing Contract

Chairman Gonyer stated that the Town Assessor is not an employee or elected official. Her contract is due and there is no increase in her rate.

Selectman Doggett moved to accept as proposed the 2020 Assessing Contract in the amount of \$30,000.00. Seconded by Selectman Burrill with a unanimous vote.

F. Review bids for 2020 Statistical Re-Evaluation

Town Administrator Wrigley stated that the informational spreadsheet is matched to the request for proposal for the 2020 Statistical Re-Evaluation. The Board reviewed the informational spreadsheet.

Selectman Burrill stated that one bidder now has a lower bid. Town Administrator Wrigley stated that in a nonpublic session a Selectman asked to have the Chairman negotiate for a lower bid. Town Administrator Wrigley was asked by Chairman Gonyer to reach out to one of the bidders to request a lower bid.

Selectman Burrill moved to sign and accept the bid from Andrea S. Lewy for the 2020 Statistical Re-Evaluation in the amount of \$56,000.00. Seconded for discussion by Selectman Doggett.

Selectman Michaels asked if once the revaluation is completed who will handle any disputes. Chairman Gonyer stated that the winning bidder would handle disputes.

The motion was passed with a unanimous vote.

G. Review 2020 Selectmen's Meeting Schedule

Secretary Morin reviewed the schedule for 2020 Board meeting. Chairman Gonyer reminded the Board that a quorum of the Board is needed when the polls are open for Town elections.

Selectman Doggett and Selectman Burrill noted that a quorum of the Board is needed for all elections. Secretary Morin will verify that a quorum is needed and add the dates to the schedule. Selectman Burrill stated that there is an option to use a Selectman pro-tem if needed to make a quorum.

Selectman Doggett moved to accept the 2020 Selectmen's Schedule. Seconded by Selectman Burrill with a unanimous vote.

H. Request to carry over PTO

Selectman Doggett moved to accept the paid time off request as it appears for 34.75 hours maximum. Seconded by Selectman Burrill with a unanimous vote.

III. Announcements

Chairman Gonyer announced that she recently completed a workshop on grant writing. She is looking for any suggestions on needs for the Town. She will see if any grants are available.

IV. Approval of Minutes

Selectmen's non-public and public meeting minutes dated November 19, 2019
Selectman Doggett moved to accept the non-public and public meeting minutes dated November 19, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.

V. Other Business

Selectman Burrill asked if the Board would like to have estimated time limits placed next to each agenda item. The time limit would be for both non-public and public agendas. Selectman Doggett stated that if resident has gone through the trouble of getting on the agenda, that they should be allowed to speak for as long as possible. Chairman Gonyer stated that when they request to speak to the Board, they will be asked how much time they need. The Board will be flexible and allow more time if needed.

The Board agreed to add time limits to the agenda.

VI. Sign Manifests, Tax Abatements and Appointments

➤ **Manifest**

Selectman Burrill moved to sign payroll manifest pay period November 10 – 23, 2019 with a pay date of November 27, 2019. Seconded by Selectman Doggett with a unanimous vote.

➤ Tax Abatement

Selectman Doggett moved to sign tax abatement for tax map 8-2-12-11 in the amount of \$31.66 for tax year 2019. Seconded by Selectman Michaels with a unanimous vote.

➤ Appointment

Selectman Michaels moved to sign appointment as an alternate for the Recreation Commission for Amanda Aiello to a 3-year term which expires on December 31, 2022. Seconded by Selectman Burrill. Doggett – aye, Burrill – aye, Michael – aye Gonyer – abstained. Motion passed.

Chairman Gonyer stated that Ms. Aiello is her niece and that is why she abstained.

Town Administrator Wrigley informed the Board that a vendor manifest will need to be signed. She asked the Board to stop by once they receive notification that the manifest is ready.

Selectman Doggett moved to go into non-public session at 8:41pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Burrill left the meeting at 9:20pm.

Selectman Doggett moved to close the non-public session at 9:33pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Michaels – aye.

Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) – (b) - (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 Michaels with a unanimous vote.

VII. Adjourn

Selectman Doggett moved to adjourn at 9:34pm. Seconded by Selectman Michaels with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary