



Town of Newton, NH

Newton Town Hall: P.O. Box 378, Town Hall Road, Newton, NH 03858

Town Hall Hours: Monday - Wednesday, 8am - 4pm; Thursday 12pm - 8pm

June 7, 2016 Board of Selectmen Minutes

NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, JUNE 7, 2016

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING

- Call to Order

Chairman Doggett called the meeting to order at 6:03 pm.~ In attendance were Selectmen James L. Doggett, Chairman, Matthew A. Burrill, Vice Chairman, Robert S. Donovan, Jr., Lisa L. Gonyer, and Town Administrator Nancy J. Wrigley.~ The public meeting was videotaped; minutes were transcribed and typed by Office Manager Winglass.~ The nonpublic meeting minutes were transcribed and typed by Town Administrator Wrigley.

Selectman Lawrence Foote was excused this evening and Office Manager Mary Winglass was not present for the Non-Public portion of the meeting.

Selectman Burrill moved to go into Nonpublic Session under RSA 91-A:3 II (a) – (c) – HR Matters.~ Second by Selectman Donovan with a unanimous roll call vote: Doggett – yes, Burrill – yes, Donovan, - yes, Gonyer – yes.

Selectman Burrill moved to come out of the Non-Public Meeting at 7:08pm.~ Second by Selectman Gonyer with a unanimous roll call vote: Doggett - aye, Burrill - aye, Donovan - aye, Gonyer - aye.

Chairman Doggett called the public meeting back to order at 7:17pm and announced the following decisions made in nonpublic session:

The Board voted to accept the resignation of Jeff MacDonald, Medic from the Newton Fire Department, effective 06/07/16.

The Board voted to adjust John Kane's hourly rate to Grade XX Step 8, effective June 5, 2016.

The Board voted to accept the resignation of Shayne Shoopman, effective May 22, 2016.

The Board voted to hire Tyler Sherry for the position of part-time Transfer Station Attendant at Grade V Step 1 with hours under 25 hours a week, effective 06/07/16.

- Pledge of Allegiance
- Approval of Minutes (Review prior to meeting)
- **Selectmen's Public and Nonpublic Meeting minutes dated May 31, 2016**

Selectman Burrill discussed amending the minutes in the third to last paragraph on page 1: to read "an effective date of June 1, 2016" and to add "with an end date of November 30th".

Selectman Burrill moved to accept the amended Public and Nonpublic Meeting minutes dated May 31, 2016. Second by Donovan with a unanimous vote.

- Scheduled Business
- **Oil Recycling Update**

Present were Transfer Station Manager Tom Difalco who proposed to charge East Kingston, Kingston and South Hampton a fee for the disposal of used waste oil. Presently the town contracts with Clean Harbors to dispose of used oil; in the past the town either was paid for used oil or came out even with no charge, today the town has to pay to dispose of used oil at a current charge of \$145 for up to 400 gallons of used oil.

Selectman Burrill moved to add a fee schedule of \$1 per gallon for accepting used waste motor oil for Kingston, East Kingston and South Hampton. Second for discussion by Gonyer: Gonyer suggested a prorated fee schedule for less than a gallon and to check with other companies for price comparison. Motion passed with a unanimous vote.

- **Review RFP's for Computer Support and Managed IT Services**
- **Quote from AVATAR**
- **Quote from First Choice Networks**
- **Quote from RMON**

Present were Tim Howard and David Cohen, RMON Networks to answer any questions pertaining to their bid submitted for Computer Support and Managed IT Services.

A lengthy discussion took place on proposed upgrades in the next year as well as the changes that occurred over the past three years. Selectman Burrill asked to find out when the Police Department and the Library contract ends for he feels that we should be at least doing the same thing with those departments as we do here at the Town Hall.

Selectman Donovan motioned to accept RMON Networks for a one-year contract, July 1, 2016 to June 30, 2017. Second by Gonyer with a unanimous vote.

- **Fire Department SOG's and SOP's (Standard Operating Procedures)**
- **Education**

Fire Chief John Alcainho was present to review the proposed guidelines and procedures. Alcainho presented an Education SOG (Standard Operating Guidelines) and asked for the Board to approve it tonight.
Selectman Burrill moved to accept the Fire Department Education Standard Operating Guidelines. Second by Gonyer with a unanimous vote.

- **Hair**

Chief Alcainho stated that this is a SOP (Standard Operating Procedure) with no grey area. Alcainho and the Board reviewed the material and talked about making a few minor amendments.

Selectman Burrill moved to accept the Hair Standard Operating Procedure as presented and amended by the Fire Chief. Second by Donovan with a unanimous vote.

- **Invitation to attend an Area Selectmen's Meeting, July 14, 2016 hosted by the Town of Sandown**

Chairman Doggett asked for each member to check their calendars and reply to Office Manager Winglass with their availability.

- **Elderly Housing Units available as of April 1, 2016**

The Board reviewed a spreadsheet listing all the occupancy permits signed during the period of April 1, 2015 – March 31, 2016. Each year the Board is required to calculate the number of elderly units available in town. As of April 1, 2016 the number of elderly units is 23 units

Selectman Gonyer moved that as of April 1, 2016 there are 23 available units for Elderly Housing Development. Second by Donovan with a unanimous vote.

- **Announcements**

Selectman Burrill referenced the Board of Selectmen May 31st meeting and a motion regarding the Police Department and after making the motion it was indicated that the Board would be seeking a professional opinion as to how this falls in line with RSA 105. Since then the Board has received professional opinions on RSA 105 and as such the Board has talked to the candidate about coming up with a written agreement that covers everything in the best interest of the town. Therefore, Burrill would like to retract the motion from May 31st

Selectman Burrill moved to retract the motion from May 31st regarding the hiring of Michael Jewett as Interim Chief of the Police Department. Second by Gonyer with a unanimous vote.

Selectman Burrill moved to make Michael Jewett, who is currently a Sergeant, the Senior Officer in Charge of the Newton Police Department effective immediately with an end date reflective of the agreement reached with Sargent Jewett in the next couple of weeks. Second by Donovan with a unanimous vote.

- Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments
 - Selectman Donovan moved to sign the Vendor Manifest dated 6/07/2016 in the amount of \$292,169.83. Second by Gonyer with a unanimous vote.
 - Selectman Burrill moved to Sign the Application for Transition Endorsement and Claims-Made: Known Prior Acts Incident Report but not until complete. Second by Donovan; motion passed with Selectman Gonyer abstaining.

The Board discussed ways of accessing nonpublic documents in the office and public documents only through email; this applies to incoming correspondence.

- Adjourn

Selectman Gonyer moved to adjourn at 8:23pm. Second by Burrill with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Office Manager