



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

March 1, 2016 Board of Selectmen Minutes

NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, MARCH 1, 2016

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING

- Call to Order, Roll Call Vote

Chairman Doggett opened the meeting at 6:01 pm. In attendance were Selectmen James L. Doggett, Chairman, Matthew A. Burrill, Vice-Chairman, Robert S. Donovan Jr., Lawrence B. Foote, Town Administrator Nancy J. Wrigley and Selectmen's Office Manager Mary B. Winglass. Selectman Lisa Gonyer was excused for the present. The Public Meeting was recorded; Minutes were transcribed and typed by Office Manager Mary B. Winglass. The Non-Public Minutes were transcribed and typed by Town Administrator Nancy J. Wrigley.

Selectman Foote moved to go into Nonpublic Session at 6:02 pm under RSA

91-A:3 II (b) - Planning Board; (a) & (c) - HR Issues. Second by Selectman Burrill with a unanimous roll call vote: Doggett - aye, Burrill - aye, Donovan - aye, Foote - aye.

Chairman Doggett called the public meeting back to order at 7:10pm.

Burrill moved that the Board just came from a nonpublic session and to keep all discussion confidential until in the opinion of the majority of the members the circumstances no longer apply except to announce hiring of Gail LeBlanc as the part time Planning Board Administrative Assistant at Grade 14/Step 6 effective March 7th; hiring of Jason MacKean and Danielle French, both EMT's at Grade 10/Step 1 effective date is pending background check and physical. Second by Gonyer with a unanimous roll call vote: Doggett – aye, Burrill – aye, Donovan – aye, Foote – aye and Gonyer - aye.

- Pledge of Allegiance
- Introduction of Guests
- Approval of Minutes (Review prior to meeting)
- **Selectmen's Public and Nonpublic Meeting Minutes dated February 16, 2016**

Foote moved to accept the Public and Nonpublic Meeting Minutes dated February 16, 2016 as written. Second by Gonyer with a unanimous vote.

- Scheduled Business

- **Family Mediation and Juvenile Services: Town Representatives**

Roclyn R. Porter, Executive Director was present to speak with the Board about the appointment of two Newton residents as the Town Representatives to Family Mediation and Juvenile Services. Currently both positions are open and the appointed representatives would be voting members, attend 10 meetings per year and help with fundraising. Selectmen liaisons are also welcome to attend the meetings but are not voting members; a Selectman may also be appointed as a Town Representative with voting rights. Selectman Gonyer added that she would like to be the Selectman liaison to Family Mediation and Juvenile Services.

Burrill moved to nominate Selectman Lisa Gonyer to be the liaison to Family Mediation and Juvenile Services. Second by Foote with a unanimous vote.

- **Planning Board Re: Accept extension of Puzzle Lane and release performance guarantee**

Chairman Doggett stated that on February 22nd the Planning Board recommend the Board of Selectmen to accept Puzzle Lane extension and to release the performance guarantee funds in the amount of \$110,615 plus accumulated interest held against the Puzzle Lane Extension project.

Selectman Gonyer moved to accept Puzzle Lane Extension as recommended by the Planning Board. Second by Burrill with a unanimous vote.

Selectman Gonyer moved to release the performance guarantee funds in the amount of \$110,615 plus accumulated interest held against the Puzzle Lane Extension project and to direct the Treasurer to release said funds. Second by Foote with a unanimous vote.

- **Planning Board Re: Lewis Builders bond reduction**

Chairman Doggett stated that on February 22nd the Planning Board recommend the Board of Selectmen to release the bond funds in the amount of \$84,352.00 to Lewis Builders from funds held for site restoration and roadway construction.

Selectman Foote moved to approve the release of bond funds to Lewis Builders in the amount of \$84,352.00 held for site restoration and roadway construction and to direct the Treasurer to disperse the funds. Second by Donovan with a unanimous vote.

- **Department of Revenue Administration: Tax Year 2015 Sales Ratio is 98.8%**

The Town received from the State of NH Department of Revenue Administration the overall equalization assessment – sales ratio for the land, buildings and manufactured housing for Tax Year 2015 is 98.8%.

- **Boston Post Cane**

The Board reviewed a posting from 2005 when the Board of Selectmen were last looking for the eldest resident in Newton to be awarded the Boston Post Cane Certificate.

The Board decided to send out the same posting but to add to the notice: to submit the dates that they have lived in Newton.

- **Letter of resignation from Susan Milner, member of the Recreation Commission**

Selectman Burrill moved to accept the letter of resignation from Susan Milner, member of the Recreation Commission with special thanks for her work with the senior trips. Second by Gonyer with a unanimous vote.

- **Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$305.85 from Savers to the Newton Food Pantry**

Foote moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$305.85 from Savers to the Newton Food Pantry. Second by Gonyer. The Board thanked everyone who contributed to make this fundraiser a success and talked about making this an annual event. **Motion passed with a unanimous vote.**

- **Estimate for electronic locks at Town Hall**

Selectmen's Office Manager Winglass explained a quote received from Al's Lock Service for the installation of (3) three pushbutton outside locks and the installation of (11) eleven inside office door pushbutton locks for a total of \$2,547.00 plus an additional \$175 for the implementation pack for a grand total of \$2,722.00. The locks are handicap accessible and would give easy access to the Police and Fire Departments with a keyless entry.

Burrill moved to have Office Manager Winglass move ahead with engaging with Al's Lock Service in the amount of \$2,722.00. Second by Foote with a unanimous vote. The Police Department will manage the security for this system.

- **Estimate for phone upgrade at Town Hall**

Selectmen's Office Manager Winglass explained a quote received to update the phone system at Town Hall. The software upgrade is from a release 5 to release 6 with a messaging module with a 2 port card. Hardware includes (4) new refurbished phones and (1) additional refurbished phone, stick call processor for the fax/voice line.

Installation and instructional training with offsite programming for one year. 12-month warranty on all parts and labor for a total of \$2,854.00 or 13 payments of \$237.84.

The Board decided to wait on this item until after the election.

- Announcements
- **Invitation to Bid: Insurance Renewal for Property and Liability Coverage, Workers' Compensation and Unemployment Compensation Coverage**

Office Manager Winglass explained that she has received a request from a local broker requesting the Board of Selectmen to sign a "Broker of Record" in order to get a quote from Travelers. Basically there are only a handful of insurance companies that quote small NH town's and from what Winglass is hearing, they will only give out a quote to one broker for the paperwork is substantial for both parties. Currently Winglass is working with two brokers sending them the necessary documents in order to prepare a quote.

The Board made no decision on signing the "Broker of Record".

- **Tuesday, March 15th a member of U.S. Senator Kelly Ayotte staff will be at the Newton Town Hall from 12:15pm to 1:15pm**
- Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

The Board reviewed a memo from Town Treasurer Arthur Graichen advising of two "Jumbo" CD's that recently matured and the initial steps that have been taken and to further get the Board's concurrence on the appropriate actions.

The first CD was a Peaslee Hill Road Bond that matured on February 19, 2016 which are from a project completed many years ago under the name of Bojack Construction owned by partners Jack Scione and Robert Villella. Graichen stated that after speaking with Town Administrator Wrigley and James Doggett, Chairman of the Board of Selectmen and Vice Chairman of the Planning Board he is under the impression that these funds should be paid out to the developers. Graichen's options are to contact the developers and offer a 50/50 split or should the Town Attorney assist in the proper disposition of these funds.

Selectman Foote moved to give permission to Treasurer Arthur Graichen to talk to Town Counsel in regards to the CD held for the Peaslee Hill Road Bond. Second by Donovan with a unanimous vote.

The second CD was originally funded by National Tower as part of the agreement dated July 2003. National Tower/TCP Communications, LLC subsequently assigned the rights and responsibilities of this agreement to Global Towers therefore the funds have been put into the Global money market account.

Selectman Foote moved to take the funding from National Tower/TCP Communications and combine them in to the Global Tower money market account. Second by Burrill with a unanimous vote.

Chairman Doggett announced that next Tuesday, March 8th is Election Day at the Town Hall, 8am to 8pm; good luck to all the candidates. Doggett thanked Selectman Robert Donovan, Jr. for his tenure as a member of the Board of Selectmen and wished him well on Election Day. Town Reports are in and are available at the Town Hall and at the Gale Library.

- Foote moved to sign the Vendor Manifest dated 3/1/2016 in the amount of \$89,762.99. Second by Donovan with a unanimous vote.
- Donovan moved to sign the Payroll Manifest for the pay period of 2/7/2016 through 2/20/2016 with a pay date of 2/26/2016. Second by Foote with a unanimous vote.
- Burrill moved to sign and approve requisition #2530 from the Cable Committee to install two (2) receptacles for the new projection equipment in the amount of \$575.00 to Atkinson Electric, paid from the Cable Revolving Fund. Second by Gonyer with a unanimous vote.
- Burrill moved to sign and approve requisition #2531 from the Cable Committee for the cable upgrade project partial payment in the amount of \$59,354.00 to HB Communications, paid from the Cable Revolving Fund. Second by Gonyer with a unanimous vote.
- Gonyer moved to sign the thank you letter to Robert Miller for serving as a member of the Planning Board. Second by Burrill with a unanimous vote.
- Gonyer moved to sign and approve a 2015 Abatement refund as recommended by Town Assessor for PID# 4-6-3-12 in the amount of \$791.77. Second by Foote with a unanimous vote.

The Board reviewed a memo from Selectmen's Office Manager Mary Winglass regarding the option of a bus shuttle on election day for residents at Packer Meadows. Selectman Matt Burrill asked for Winglass to research this item and after speaking with prior Selectman Trisha McCarthy in the past the town offered this service to those at Packer Meadows as well as to the Willow Grove Community and residents of Jacobs Village. To send out a shuttle bus to the three locations would take no more than 2 hours and the bus company is available from 9:30am to 11:30am at a cost of \$35 per hour. The Board decided to try this option on March 8th; Winglass will organize this option and prepare a flier to hand out.

- Adjourn

Foote moved to adjourn at 8:25pm. Second by Burrill with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Office Manager