



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

September 6, 2016 Board of Selectmen Minutes

NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, SEPTEMBER 6, 2016
TIME: 6PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING

- Call to Order

Chairman Doggett called the meeting to order at 6:05 pm.~ In attendance were Selectmen James L. Doggett, Chairman, Matthew A. Burrill, Vice Chairman, Robert S. Donovan, Jr., Lawrence B. Foote, Lisa L. Gonyer, Town Administrator Nancy J. Wrigley and Office Manager Mary Winglass.~ The public meeting was recorded and audiotaped; minutes were transcribed and typed by Selectmen's Office Manager Winglass.~ The nonpublic meeting minutes were transcribed and typed by Town Administrator Nancy J. Wrigley.

Selectman Burrill moved to go into Nonpublic Session at 6:05 pm under RSA 91-A:3 II (a) – (c) HR Matters and (c) - Financial.~ Second by Selectman Gonyer with a unanimous roll call vote: Doggett – aye, Burrill – aye, Donovan – aye, Foote, - aye, Gonyer – aye.

Chairman Doggett called the public meeting back to order at 7:15pm

Selectman Burrill moved that the Board of Selectmen just came out of nonpublic session under RSA 91-A:3 II (a) – (c) HR Matters and (c) Financial to keep all discussion confidential until in the opinion of the majority of the members, the circumstances no longer apply except to announce the Board's HR decisions. Second by Gonyer with a unanimous vote.

The Board unanimously approved to hire Tracy E. Ryan as EMD Support Staff at Grade XIV, Step 1, effective September 6, 2016, pending the background check.~

The Board unanimously approved to hire Heather L. Kathan at Grade XIV, Step 1, as EMD Support Staff, effective September 6, 2016, pending the background check.~

The Board unanimously approved to hire David W. Beckwith as a part-time attendant at the Transfer Station at Grade V, Step 1, effective 08/28/16, pending the background check.~

The Board unanimously approved to hire Thomas M. Hansen as a part-time attendant at the Transfer Station at Grade V, Step 1, effective 09/06/16, pending the background check.~

The Board unanimously approved to hire Robert K. Heusser as a probationary firefighter at Grade X, Step 7, effective 09/06/16, pending his background check and physical.~

Chairman Doggett announced that the new hires are all replacements.

- Pledge of Allegiance

Chairman Doggett lead the assembly in the Pledge of Allegiance.

- Approval of Minutes (Review prior to meeting)
- **Selectmen's Public and Nonpublic Meeting minutes dated August 2, 2016**

Selectman Donovan moved to accept the Selectmen's Public and Nonpublic Meeting minutes dated August 2, 2016 as written. Second by Foote with a unanimous vote.

- Scheduled Business
 - **Fire Department Central Fire Station: Locks, Landscaping, Heating System, Apparatus Repairs/Equipment Purchase and buses stored at the Highway Shed**

Locks

Chief Alcaidinho informed the Board of the plan to change the locks at the Central Fire Station for there have been some individuals entering Station 1 when no one is around and we are not sure why. Currently the Chief is still waiting on a price and will bring this back in front of the Board.

Landscaping

See below, item E

Heating System

Fire Chief Alcaidinho addressed the need to replace the heating system at the Central Fire Station before the winter. The Board agreed to go out to bid and asked the Fire Chief to work on the specifications with the Selectmen's Office Manager.

Buses stored at the Highway Shed

Fire Chief Alcaidinho asked the Board to find out who is the legal owner of the two old buses stored at the Highway Shed. The buses were donated by Laidlaw to the Fire Department for training purposes and yet we have no bill of sale or paperwork that states that it belongs to the town. The Board asked for the office staff to find out who holds the last title to the vehicles; Town Administrator Wrigley will check her files again.

Road Agent Mike Pivero addressed the Board by stating that he was with, then Deputy Owens to pick up the buses which were titled over to the Town of Newton. He recommends scrapping them for the windows are all blown out and they are an eyesore.

Apparatus Repairs/Equipment Purchase

Fire Chief Alcaidinho addressed very serious life safety issues with the current status of the Fire Department equipment: Multi Colored Hose Lines, Ineffective Nozzles, Hoses, Ladders, Self-Contained Breathing Apparatus bottles, Self-Contained Breathing Apparatus facepieces, Air life bags and Hydraulic Tools. Most if not all of the deficiencies with the equipment are in violation of NFPA and 10 years outdated. The department is facing more calls and mutual aid calls than ever before. The plan is to replace the equipment based upon a schedule; Fire Chief Alcaidinho asked to at least purchase some hoses and nozzles with whatever he has in his budget and the Board agreed to this request. The Chief will start with some hoses and nozzles for engine 1 and then move onto engine 2.

- **Keven Ross Re: Seasonal Residents**

Mr. Keven Ross met with the Board of Selectmen on June 21, 2016 to address the rights of seasonal property owners who have been denied a Transfer Station voucher. The Board requested time to review the policies in place and found there is no written policy or procedure in place; the criteria was determined the first year the town offered the voucher system which was for those who claim their residency in Newton. Selectman Burrill noted that the town offers this program every other year; the town alternates with holding a household hazardous waste day.

Mr. Ross addressed the Board requesting a reimbursement in the amount of \$80 for construction and demo material he paid for on 8/7/2016 at the Transfer Station. As a property owner for 22 years, Mr. Ross does not feel it is right to be treated any different than other property owners in town and asked for a resident sticker to put on his car versus having to come to the Town Hall once every year to renew the temporary pass.

The Board agreed to work on the policy and will contact Mr. Ross when they are ready to present their proposal, no later than the end of the year.

Selectman Gonyer moved to reimburse Keven Ross \$80 for an out of pocket expense at the Transfer Station. Second by Foote with a unanimous vote.

- **Newton Baseball & Softball Assoc: Fall Season Girls' Softball**

Resident Jaimie Bezanson requested to meet with the Board of Selectmen regarding the possibility of hosting a fall season girls' softball team at Greenie Park. Newton will have two teams in the 10U and one team in the 12U division totaling approximately 30 girls participating. The teams will play double headers on Saturday mornings starting at 9am to 3pm for 6 weeks.

The current condition of Greenie Park is a concern due to the length of the grass and without parents and volunteers to keep the weeds down by raking during the baseball season in the infields, the fields are in need of work. Office Manager Winglass will contact the landscaper and put together a schedule with help from Mr. Bezanson.

Mr. Bezanson will complete an application to use the fields, if approved by the Board of Selectmen tonight.

Selectman Gonyer moved to approve the use of Greenie Park by Newton Baseball and Softball Association for the period of September 10th through October 22nd. Second by Foote with a unanimous vote.

- **Recreation Commission: 5K Race**

Saturday, September 10th is Newton's Walk or Run starting at 8:30am at 8 Merrimac Road.

- **Bid for Town Buildings and Greenie Park Grounds Maintenance**

Town Buildings – Fire Chief Alcaidinho discussed the option of the Fire Department to do the landscaping at the Fire Station by fire personnel. He would need to purchase a lawn mower and the work will be done by employees covering the station during their down time. This will be a savings to the taxpayers; the Board was in agreement to take the Central Fire Station off the landscaping contract. Greenie Park specifications will be sent to Newton Baseball for their review and input.

- **Bid for #2 Fuel Oil for Town Buildings**

The Board reviewed a memo from Office Manager Winglass outlining the history for purchasing #2 fuel. The Board agreed to require quotes, if possible from three vendors versus going out for sealed bids. The Board discussed the need to drain the pipes on the second floor at 8 Merrimac Road before winter begins for there is no one living in these quarters.

- **Planning Board Re: Sargent Woods Financial Guarantee Reduction**

Selectman Burrill moved to release, per the recommendation of the Planning Board, the final Lewis Builders Financial Guarantee held by North Shore Bank in the amount of \$7,580.00. Second by Foote with a unanimous vote.

- **Primex: Successful Attainment of the PRIME Designation and Contribution Assurance Program (CAP) for CY 2017-2019 for Property Liability and Workers' Compensation Programs**

Office Manager Winglass explained that the Town of Newton has achieved the PRIME Designation for one year, it must pass the qualifications each year to obtain a discount.

Primex is offering to the Town of Newton, as a new member, the option of participating in the Contribution Assurance Program (CAP) for the next three coverage years. This is offered to members who have demonstrated commitment to the Primex pool, CAP provides stability by creating a limit on your future renewals.

Property & Liability – Primex is offering a 9% increase maximum each year for the period of January 1, 2017 through December 31, 2019.

Workers' Compensation – Primex is offering a 10% increase maximum each year for the period of January 1, 2017 through December 31, 2019.

Selectman Burrill moved to join the Contribution Assurance Program (CAP) for CY 2017- CY 2019 for the Workers' Compensation Program and Property & Liability Program offered by Primex. Second by Foote with a unanimous vote.

- **State Primary Election, September 13th 8am to 8pm**

The Board discussed the schedule for September 13th in order to have a quorum all day long at the polls.

- **Adoption of the Newton Hazard Mitigation Plan**

Selectman Gonyer moved to adopt the 2016 Newton Hazard Mitigation Plan. Second by Donovan with a unanimous vote.

- **Update “Bereavement Leave” under the Personnel Policies & Procedures**

The Board reviewed proposed language amending the bereavement leave benefit within the Town of Newton Personnel Policies and Procedures. The Board agreed to move Grandparents from extended family to immediate family

Selectman Burrill moved to amend the bereavement policy by moving Grandparents from extended family to immediate family. Second by Donovan with a unanimous vote.

Selectman Burrill moved to accept the bereavement policy as a proposed change to the Personnel Policies and Procedures as amended. Second by Gonyer with a unanimous vote.

- **Planning Board CIP: Capital Project Worksheet and Submission Form**

Chairman Doggett stated that the Planning Board is still waiting for a response from mostly all department heads for the Capital Improvement Plan.

- **Letter of resignation from Justin Winsper, Transfer Station Laborer**

Selectman Burrill moved to accept the resignation from Justin Winsper, Transfer Station Laborer with regret. Second by Foote with a unanimous vote.

- **Per RSA 31:95-b to accept and expend unanticipated funds from the following: \$50 from Charlotte Sentner to the Newton Food Pantry; \$6,000 from the State of NH to the Town of Newton to update the Town’s Local Hazard Mitigation Plan; \$5,259 for a phone system for the Emergency Operations Center (EOC)**

Foote moved per RSA 31:95-b to accept and expend \$50 from Charlotte Sentner to the Newton Food Pantry. Second by Gonyer with a unanimous vote.

Foote moved per RSA 31:95-b to accept and expend \$6,000 from the State of NH to the Town of Newton to update the Town’s Local Hazard Mitigation Plan. Second by Gonyer with a unanimous vote.

Foote moved per RSA 31:95-b to accept and expend \$5,259 for a phone system for the Emergency Operations Center (EOC). Second by Gonyer with a unanimous vote.

- Announcements
- **Newton 5K Walk and Run, Saturday, September 10, 2016**
- Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

Selectman Foote moved to sign the Vendor Manifest dated 8/16/2016 in the amount of \$83,334.41. Second by Donovan with a unanimous vote.

Selectman Foote moved to sign the Vendor Manifest dated 8/30/2016 in the amount of \$797,810.06. Second by Burrill with a unanimous vote.

Selectman Foote moved to sign the Vendor Manifest dated 9/6/2016 in the amount of \$31,962.36. Second by Donovan with a unanimous vote.

Selectman Donovan moved to sign the Payroll Manifest for the pay period of 7/24 – 8/6 with a pay date of 8/11/2016. Second by Foote with a unanimous vote.

Selectman Donovan moved to sign the Payroll Manifest for the pay period of 8/7 – 8/20 with a pay date of 8/25/2016. Second by Foote with a unanimous vote.

Selectman Donovan moved to sign the Payroll Manifest for the pay period of 8/21 – 9/03 with a pay date of 9/08/2016. Second by Foote with a unanimous vote.

Selectman Gonyer moved to sign a Welfare Manifest in the amount of \$900.00. Second by Donovan with a unanimous vote.

Selectman Gonyer moved to sign a Welfare Manifest in the amount of \$169.07. Second by Donovan with a unanimous vote.

Selectman Gonyer moved to sign a letter to the Town Bookkeeper accepting the Cable Franchise Fee in the amount of \$24,061.88 and to prepare a check of \$14,437.12 to the Cable Revolving Fund. Second by Foote with a unanimous vote.

Selectman Burrill moved to sign a letter to Sanborn Regional School District submitting Newton's 2016 Impact Fees in the amount of \$35,981.96. Second by Foote with a unanimous vote.

Selectman Burrill moved to sign a License to Sell Pistols and Revolvers granted to Bradford Denison of 83 Amesbury Road, received Planning Board approval on July 26, 2016. Second by Gonyer with a unanimous vote.

Requisitions 5K Race

Selectman Burrill moved to approve requisition #2626 to purchase t-shirts for the 5K race in the amount of \$550. Second by Donovan with a unanimous vote.

Selectman Burrill moved to approve requisition #2631 to pay a Disc Jockey for the 5K race in the amount of \$150. Second by Foote with a unanimous vote.

Selectman Burrill moved to approve requisition #2630 for water and snacks for the 5K race in the amount of \$80.08. Second by Gonyer with a unanimous vote.

Selectman Burrill moved to approve requisition #2629 for metals and ribbons for the 5K race in the amount of \$67.33. Second by Gonyer with a unanimous vote.

Selectman Burrill moved to approve requisition #2627 for a race timing clock with tripod for the 5K race in the amount of \$180. Second by Gonyer with a unanimous vote.

Selectman Burrill moved to approve requisition #2628 for race bibs with logo for the 5K race in the amount of \$49.58. Second by Foote with a unanimous vote.

Selectman Gonyer addressed the current drought and urged residents in the town's best interest to conserve on water.

- Adjourn

Selectman Foote moved to adjourn the meeting at 9:44pm. Second by Gonyer with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Office Manager