



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

**DATE: TUESDAY, July 18, 2017**

**TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Burrill called the meeting to order at 6:01pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Selectmen Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public meeting was audio taped. The public meeting was audio and video taped; the public and a portion of the non-public minutes were transcribed and typed by Diane M. Morin. The HR portion of the non-public minutes were transcribed by Town Administrator Wrigley. Selectman Lawrence B. Foote was excused this evening.

**Nonpublic Session under RSA 91-A:3 II (a)-(c)**

**Selectman Gonyer moved to go into non-public session at 6:01pm under RSA 91-A: 3 II (a) - HR Matters and (c) - Reputation. Seconded by Selectman Doggett with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Doggett – aye.**

**Selectman Doggett moved to close the non-public at 8:20pm. Seconded by Selectman Donovan with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Doggett – 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 for the announcements. Seconded by Selectman Gonyer with a unanimous vote.**

**II. Announcements**

Chairman Burrill announced the following promotions within the Fire Department to fill vacant positions.

Captain John Kane promoted to Administrative Deputy Chief, Scott Dole promoted to Captain and Jim Ryan promoted to Acting Lieutenant. All are on a 1-year probation that will expire on July 18, 2018.

Selectman Gonyer announced that Secretary Morin's status has been changed from probationary to permanent and moved from Grade XIV Step 10 to Grade XV Step 10 effective July 2, 2017.

III. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated June 20, 2017**

**Selectman Doggett moved to accept the non-public and public minutes dated June 20, 2017 as written. Seconded by Selectman Donovan with a unanimous vote.**

**Selectmen's public meeting minutes dated June 29, 2017**

**Selectman Doggett moved to accept the public minutes dated June 29, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

IV. Scheduled Business

**A. Construction Manager update**

Chairman Burrill stated that the Town is in the process of building a new Fire/Rescue Station. The Board had 6 Request for Proposal (RFP) and interviewed 3 Companies. The Board chose to accept the RFP from Eastern Seaboard Concrete Construction. The Company is locally owned by the Town's Road Agent, Michael Pivero. The Board then entered into negotiation with Eastern Seaboard Concrete Construction to finalize a contract for Construction Manager. All due diligence was done by the Board to the best benefit of the Town.

**Selectman Gonyer moved to enter into an agreement with Eastern Seaboard Concrete Construction Company for Construction Manager as written. Seconded by Selectman Donovan with a unanimous vote.**

Chairman Burrill signed the contract on behalf of the Board.

Mr. Pivero introduced himself as the new Construction Manager. He provided the next steps that need to be completed. There are plan designs and site designs that need to be completed and approved by the State. These steps need to be completed before the building can be ordered. It takes 10-12 weeks once the building is ordered to receive the building. Selectman Gonyer asked if there was anything the Board could do to make it go quicker at this point. Mr. Pivero stated not at this time. Chairman Burrill explained that the reason for the delay is that it took time for due diligence to be done. Town Administrator Wrigley asked Mr. Pivero if he had an estimate of when the project will be completed for insurance purposes. The Construction Manager contract has May 2018 for the estimated completion date. This date will be used to complete the insurance update.

Chairman Burrill and Selectman Gonyer further explained that an Architect and Engineer were hired and are already working on their respective portions of the project.

Selectman Donovan asked if there will be a web page on the Town's site with progress updates on the construction. Selectman Gonyer stated that a web page can be placed on the Town's web site and updated after each Board meeting.

Mr. Pivero asked the Board if they would like to hold a ground-breaking ceremony. Upon further discussion, the Board decided to hold a ground-breaking ceremony. Mr. Pivero will work with Selectman Donovan to coordinate a date for the ceremony.

**B. Fire/Rescue Station Project update**

**a. Bond letter – IRS reporting**

Town Administrator explained the letter was sent to the Town reminding them that should there be any change of use, such as; sold to a private company or rented out space would be a change from the original use and the Bond Bank and Bond Counsel will need to be informed.

**b. Proposed invoice payment process**

Mr. Pivero explained the process where a requisition will be submitted from all the trades for that pay period. The requisition along with all the paperwork will be sent to the Architect for approval. The Architect will then hand it off to the Bookkeeper for processing. The Board will then take it up as a vendor manifest. The billing period will be the end of the month.

**Selectman Doggett moved to adopt the process as written with one change. Under Architect, section 1, change Architect to Bookkeeper. Seconded by Selectman Gonyer with a unanimous vote.**

**C. Road Agent – Wentworth Drive**

Mr. Pivero informed the Board that he had a request for a "No Trucking" sign be put up on Wentworth Drive. However, the Town cannot put up traffic signs without a public hearing. Mr. Pivero spoke with Police Chief Jewett to ask if he could incorporate a heavy vehicle/truck count while the Police Department conducts their road survey on Wentworth Drive. Once the survey has been conducted Mr. Pivero and Chief Jewett will review the data to determine if there is any merit to placing the "No Trucking" sign and will bring the results to the Board. A public hearing will need to be held prior to placing the sign.

Chairman Burrill asked whom the request came from. Secretary Morin stated a resident filed the request.

Selectman Donovan stated that because the trucks would be coming from another State, they would not be able to turn around on the narrow street. Mr. Pivero stated that the Town would need to coordinate with Merrimac, MA to make the "No Trucking" effective.

**D. Hazardous Waste Day Bids**

The Board unsealed the bids received. The following Companies submitted sealed bids:

Stericycle Environmental Solutions	Providence, RI
Care Environmental Corp.	Myrtle Beach, NC
MXI Environmental Services, LLC.	Langhorne, PA
Clean Venture Inc.	Framingham, MA
Tradebe Environmental Services	Meredith, CT.

Secretary Morin will create a spreadsheet from information provided by each company for the Board to review.

**E. Surplus Equipment**

Secretary Morin reviewed the recommendations provided by Selectman Gonyer and herself. The equipment would be sold on first come first serve basis; Selectmen's old tablets at \$50 each, DVD (1) at \$50 and a VHS Recorder/Player (1) at \$10. The rest of the equipment will be donated to Saver's in Plaistow, NH.

**Selectman Doggett moved to sell equipment on a first come first serve basis for amount shown on spreadsheet beginning August 1, 2017 and to donate the rest of the equipment to Saver's in Plaistow, NH. Seconded by Selectman Gonyer with a unanimous vote.**

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

**G. Selectman Gonyer per RSA 31:95-b moved to accept and expend unanticipated funds in the amount of \$25.00 from Jim Marino of Newton NH to the Newton Food Pantry. Seconded by Chairman Burrill with a unanimous vote.**

**H. Planning Board recommendation – Sarah's Way reduction of financial guarantee**

Selectman Doggett explained that there was a proposed reduction of financial guarantee for Sarah's Way by the Planning Board. After some research, it was discovered that the numbers were slightly off. The Planning Board is requesting the Board rescind the vote of the last Board of Selectmen meeting to reduce the amount of reduction.

**Selectman Doggett moved to rescind the Board's decision from June 20, 2017 to reduce the reduction of financial guarantee for Sarah's Way in the amount of \$6,500.00. Seconded for discussion by Selectman Gonyer.**

Selectman Gonyer asked if the funds had already been returned to the owner. Selectman Doggett stated no. He further went on to explain that the Planning Board discovered that the owner had already received a reduction that was not recorded.

**The motioned passed with a unanimous vote.**

**Selectman Doggett moved to reduce the financial guarantee for Sarah's Way by \$3,120.00. Seconded by Selectman Gonyer with a unanimous vote.**

**I. Land Use Change Tax – Map 12 Lot 2-22**

Selectman Doggett explained that there was lot line adjustment made which reduced the amount of land assigned to the house. Town Administrator Wrigley informed the Board that the owners were looking at placing the larger parcel into a conservancy.

**Selectman Doggett moved to sign the Land Use Change Tax for map 12 lot 2-22. Seconded by Selectman Gonyer with a unanimous vote.**

**J. Greenie Park – Weed control on ball fields.**

Secretary Morin informed the Board that the landscaper contacted her about weeds growing in the diamond section of the ball fields. Applying weed control is not part of the contract but the landscaper is recommending 2 applications for this year. The landscaper informed Secretary Morin that there is money in the budget because they did not do 2 mowing's per week because they were letting the grass strengthen. There is now \$3,200 surplus in the budget. The quote received from the landscaper to apply 2 applications is for \$400 per application.

**Selectman Doggett moved to authorize 2 weed control applications for the baseball diamonds at Greenie Park. Seconded for discussion by Selectman Donovan.**

Chairman Burrill and Town Administrator informed the Board that they have heard only good comments from residents on how the Town properties are being maintained by the current landscaper.

**The motioned passed with a unanimous vote.**

**K. Selectman Doggett moved to authorize R. W. Gillespie Associates to do additional testing at the Transfer Station per recommendation of NHDES. Seconded by Selectman Gonyer with a unanimous vote.**

**L. Selectman Gonyer moved to unseal the non-public minutes dated September 22, 2014 as the reasons they were sealed no longer apply. Seconded by Selectman Doggett with a unanimous vote.**

V. Announcements

- A. Chairman Burrill announced a new hire, Transfer Station Attendant Frank Galarza at Grade V Step 1 effective June 20, 2017
- B. Chairman Burrill announced a new hire, Recreation Commission Secretary Patricia Masterson at Grade VI Step 1 effective June 20, 2017
- C. Chairman Burrill announced a new hire, Fire Fighter Peter Janeliunas at Grade X Step 5 effective June 6, 2017

VI. Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

➤ Correspondence

**A. Letter to local Campgrounds -- Using Town property**

Chairman Burrill explained that these are letters sent out each year reminding campground owners that TownBeach property is for residents only.

**Selectman Gonyer moved to sign the reminder letter to Whispering Pines Campground and Country Pond Campground as written. Seconded by Selectman Donovan with a unanimous vote.**

➤ Manifest and Requisitions

**Selectman Donovan moved to sign form PA-28, Inventory of Taxable Property form for 2018. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Donovan moved to sign vendor manifest dated July 18, 2017 in the amount of \$101,553.57. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Donovan moved to sign vendor manifest dated July 18, 2017 in the amount of \$11,679.00. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Gonyer moved to sign manifest for pay period 06/25/2017-07/8/2017 with pay date of 07/13/2017. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign requisition #2525 in the amount of \$3,100.00 for installation of 4 LED flood lights at 8 Merrimac Road on the Butler Building. Seconded by Selectman Donovan for discussion.**

Town Administrator Wrigley informed the Board that this was not in the budget. The requisition was submitted by the Fire Department. Also, there is no certificate of insurance on file for the contractor hired to perform the work. The Board would like to speak with Chief Alcadinho at the next meeting.  
Selectman Gonyer rescinded her motion.

**Selectman Gonyer moved to sign requisition #2128 in the amount of \$178.97 for 5K Walk/Run snacks on behalf of the Recreation Commission. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign requisition #2129 in the amount of \$78.51 for 5K Walk/Run awards on behalf of the Recreation Commission. Seconded by Selectman Donovan with a unanimous vote.**

**Selectman Doggett moved to sign requisition #2130 in the amount of \$45.10 for 5K Walk/Run race numbers on behalf of the Recreation Commission. Seconded by Selectman Gonyer with a unanimous vote.**

Selectman Gonyer announced that the Board is proposing a joint meeting with the Planning Board, Building Department and Board of Selectmen. No date has been set but the Board is looking to have the joint meeting either Monday, July 24 or Tuesday, July 25, 2017.

Town Administrator inquired when is Olde Home Day. Chairman Burrill informed her it is scheduled for September 30, 2017. She informed the Board that the Fire Department and the Red Cross are discussing when to hold a Blood Drive and did not want to interfere with the Olde Home Day.

VII. Adjourn

**Selectman Doggett moved to adjourn 9:22pm. Seconded by Selectman Gonyer**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary