



**Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 ext. 10 * Fax 382-9140**

www.newton-nh.gov

NEWTON BOARD OF SELECTMEN

DATE: MONDAY, January 15, 2018

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 6:00pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., Lawrence B. Foote, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The public meeting was audio and video taped. The public meeting minutes were transcribed and typed by Diane M. Morin. The non-public session minutes were transcribed and typed by Nancy J. Wrigley.

Nonpublic Session under RSA 91-A:3 II (a) – (c) -HR Matters

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

Selectman Doggett moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c). Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – aye.

Selectman Donovan moved to close the non-public at 6:34pm. Seconded by Selectman Doggett with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – 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. Seconded by Selectman Donovan with a unanimous vote.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated January 2, 2018

Selectman Doggett moved to accept the non-public and public meeting minutes dated January 2, 2018 as written. Seconded by Selectman Donovan with a unanimous vote.

Selectmen's non-public and public meeting minutes dated January 9, 2018

Selectman Doggett moved to accept the non-public and public meeting minutes dated January 9, 2018 as written. Seconded by Selectman Gonyer with a unanimous vote.

III. Scheduled Business

A. New Fire/Rescue Station

a. Project update

Construction Manager (CM) Pivero addressed the Board. He stated that the building should be weather tight by the end of the week. Construction continues on the inside of the building as well. The replacement siding panels have all been installed.

CM Pivero introduced Mr. Dennis Sweeney from First Access Technologies of Salem, NH who is developing a plan for the phone system for the new Fire/Rescue Station. Mr. Sweeney addressed the Board and explained that IP phone technology would be the best option for the Town. The current infrastructure located in the Police Station can support both data and voice. Mr. Sweeney is recommending that the new Fire/Rescue Station be tied into the Police Station so that only 1 internet connection would be needed. With the new phone system, the amount of extension can grow to 2000 and can display if a user is on his/her phone line. The new system would allow the Town to add other Town buildings at a later date.

The Town Hall wiring would not need to be changed in order to upgrade the phone system. All incoming calls are free but there is a charge for outgoing calls at 1.5 cents per minute. The system also provides for disaster recovery should there be a failure with the system.

Chairman Burrill asked CM Pivero if there was date that a decision needs to be made. CM Pivero stated that the decision that needs to be made is where the new Fire/Rescue Station will connect to the internet. Mr. Sweeney stated there are 2 possibilities, one is through the Police Station and the other is a street connection.

Mr. Sweeney will work with Secretary Morin to present the cost of upgrading to the new phone system.

B. Job Posting – Review Ad Transfer Station Manager

Selectman Gonyer moved to accept and authorize the Selectmen's Secretary to post the ad for the position of a Part-Time Transfer Station Manager in at least 2 locations. Seconded by Selectman Foote with a unanimous vote.

Chairman Burrill stated Transfer Station Manager Tom Difalco has given his resignation and his last day is March 10, 2018.

C. 2018 Standard Mileage rate

Selectman Doggett moved to accept the IRS 2018 standard mileage rate of 54.5 cents/mile effective January 1, 2018, a change from the IRS 2017 standard mileage rate of 53.5 cents/mile. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to recess the Board of Selectmen's public meeting at 6:59pm in favor of the scheduled Public Hearings. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Gonyer moved to reconvene the Board of Selectmen's public meeting at 7:08pm. Seconded by Selectman Foote with a unanimous vote.

D. Health Officer – Appointment form

Selectman Doggett moved to sign the recommendation form to be sent to the State of NH Division of Public Health Services to reappoint Bob Leverone as the Town of Newton's Health Officer. Selectman Gonyer seconded with a unanimous vote.

E. Policy and Procedures Review

Selectman Gonyer reviewed the changes to the Personnel Policy. Selectman Doggett stated that 3 days might not allow enough time for the employee to be seen by a Doctor to get a note stating that the employee is healthy enough to return to work. Upon further discussion, the Board changed the number of continuous work days to 5 that an employee can return to work after an illness without seeking a Doctor's note.

Selectman Doggett moved to accept the amended Personnel Policy effective January 15, 2018. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to recess the Board of Selectmen's public meeting at 7:15pm in favor of the scheduled Public Hearings. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to reconvene the Board of Selectmen's public meeting at 8:45pm. Seconded by Selectman Donovan with a unanimous vote.

F. Sales-Assessment ratio

Town Administrator Wrigley explained that the Department of Revenue Administration sent the Town the sales-assessment ratio which is 91.4% for Tax Year 2017. The previous ratio was 96.9% for Tax Year 2016. Homes are selling for more than they are being assessed.

Selectman Doggett moved to accept the letter about Sales-Assessment ratio from the Department of Revenue Administration for filing. Seconded by Selectman Gonyer with a unanimous vote.

IV. Sign Manifests, Requisitions, Tax Credits

➤ **Manifest**

Selectman Gonyer moved to sign vendor manifest for dated January 15, 2018 in the amount of \$147,485.73. Seconded by Selectman Doggett with a unanimous vote.

➤ **Veteran's Tax Credit**

Selectman Doggett moved to sign Veteran's Tax Credit for map 10-3-6 for tax year 2018. Seconded by Selectman Foote with a unanimous vote.

➤ **Requisitions**

Selectman Donovan moved to sign requisition #3026 upon receipt of invoice in the amount not to exceed \$300.00 for the Recreation Commission for movie tickets. Seconded by Selectman Foote with a unanimous vote.

Selectman Foote moved to sign requisition #3027 upon receipt of invoice in the amount not to exceed \$1,000.00 for the Recreation Commission for discounted snowtubing tickets. Seconded by Selectman Doggett with a unanimous vote.

V. Adjourn

Selectman Doggett moved to adjourn at 8:49pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary