



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

**DATE: Tuesday, June 19, 2018**

**TIME: 6:00PM**

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

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Donovan called the meeting to order at 6:02pm. In attendance were Selectmen, Robert S. Donovan Jr., Chairman, Lisa L. Gonyer, Vice-Chairman, Lawrence B. Foote, James L. Doggett, Matthew A. Burrill, 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 6:02pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c). Seconded by Selectman Gonyer with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved to close the non-public session at 6:35pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Doggett – aye, Burrill – 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 Burrill with a unanimous vote.**

**II. Approval of Minutes**

**Selectmen's non-public and public meeting minutes dated June 5, 2018**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated June 5, 2018 as written. Seconded by Selectman Gonyer with a unanimous vote.**

III. Scheduled Business

**A. Police Chief**

**a. Renovation update**

Police Chief Jewett addressed the Board and stated that the renovation updates are still in progress.

**b. Iron in water supply**

Chief Jewett stated that the water from the well that supplies 8 Merrimac Road has a high iron content. Chief Jewett informed the Board that the current water filtration system was clogged due to the high iron content. He received an estimate of \$2,600.00 to have an iron filtration system installed.

Selectman Burrill asked if the same well will be used for the new Fire/Rescue Station. Chief Jewett stated that it is the same well. A filtration system may be needed at the new Fire/Rescue Station as well. Chief Jewett stated that the pump in the well has been replaced to accommodate the new building.

Selectman Doggett stated that in some cases the issue can disappear once the area settles from the construction at the site.

Chairman Donovan asked when the problem started. Chief Jewett stated the issue started about 2 months ago.

The Board asked Chief Jewett to monitor the situation for a few months and to report back to the Board if the issue does not resolve itself once construction stops at the site.

**c. Fire Alarm System**

Chief Jewett stated that the current fire alarm system needs to be upgraded. Chief Jewett stated that he spoke with the Building Inspector and the Building Inspector recommended a Fire Alarm with an annunciator. Chief Jewett received a quote in the amount of \$4,828.00 to upgrade the Fire Alarm system with an annunciator.

Selectman Gonyer stated that the upgrade should go out to bid.

**d. Donate old AED**

Chief Jewett stated that two new AED units were purchased through a grant. He would like to donate the two old AEDs to the town of South Hampton, NH.

**Selectman Doggett moved to donate 2 AED's units to South Hampton, NH.  
Seconded by Selectman Gonyer with a unanimous vote.**

**B. New Fire/Rescue Station**

Fire Chief Alcadinho addressed the Board. He stated that when the new Fire/Rescue Station project began the Fire Station Building Committee and the Project Manager reiterated that funding for the interior of the new Fire/Rescue Station would be the Town's responsibility. If funds from the Bond are available after construction is finished, then those funds could be used to outfit the interior. Chief Alcadinho stated that the

Town was relying on grants to purchase some of the equipment needed. Unfortunately, the grants have not been approved yet.

**a. Security Cameras installation**

Chief Alcainho informed the Board that he has an email for the cost to move the existing camera system to the new Fire/Rescue Station from Omni Security Systems, Inc. The cost is \$100 per hour per technician and the company estimates it will take two days to complete the work.

The existing cameras will not cover the entire new Fire/Rescue Station. Chief Alcainho is still waiting on approval of a grant that will add additional cameras to the system to complete the security camera installation. If the grant is not approved, then the Town will need to budget for the additional cameras for fiscal year 2019.

The Board asked Chief Alcainho if the installation of the security cameras could wait until the next meeting. Chief Alcainho will contact Omni Security Systems to get an updated quote.

**b. Door locks**

Chief Alcainho stated that the contractor, TCS, installed the strike plates, wiring and other hardware needed to accept the new door lock per the contract. The access control system that integrates the door locks still needs to be purchased and installed. The panic hardware that was installed would not be activated without the access control system. A quote from TCS to purchase, install and program the access control system was in the amount of \$7,371.50 for four door locks only. A grant is being processed and if approved then the rest of the door locks could be connected to the system. Currently the temporary door locks use keys and will not be able to remain unlocked as in the Town Hall.

Selectman Burrill asked if there are any funds available in the 2018 Fire Department budget. Chief Alcainho stated that both the EOC and Fire Department have already purchased needed equipment such as the antennas, radios, consoles, and TV mounts from their respective budgets. He expects to expend more funds from the budgets soon for more equipment that is needed at the new Fire/Rescue Station.

Chairman Donovan asked Town Administrator Wrigley if there are any available funds in the General Government Building budget. Town Administrator Wrigley stated that the network equipment could come from General Government Building budget as there is approximately \$40,000.00 in reserve. The phone line, internet and the access control system could come from the bond provided the Construction Manager agrees.

Selectman Doggett asked Town Administrator Wrigley if funds could come from another account and then reimburse that account once the Board knows what is left for funds in the Fire/Rescue Station Bond. Town Administrator Wrigley recommended to use the interest from the Fire/Rescue Station Bond to pay for the access control system.

**Selectman Doggett moved to authorize the Trustees of the Trust Funds to cut a check for \$7,371.50 from the Engineering and Renovation-8 Merrimac Road Capital Reserve Fund. Seconded for discussion by Selectman Burrill.**

Selectman Burrill asked how much was available in the interest from the new Fire/Rescue Station Bond. Town Administrator Wrigley stated that there is approximately \$10,000.00 in interest as of May 31, 2018. Selectman Gonyer and Burrill would prefer the funds come from the bond interest.

Selectman Doggett rescinded his motion.

**Selectman Doggett moved to authorize the Town Treasurer to cut a check for TCS Communication Corp. in the amount of \$7,371.50 from the interest accrued in the new Fire/Rescue Station Bond. Seconded by Selectman Foote with a unanimous vote.**

Selectman Burrill is of the opinion that by relying on grants to fund the needed equipment for the new Fire/Rescue Station was a disservice to the Town. Now the Town needs to come up with money to fund the unanticipated equipment needed.

Selectman Foote stated that he spoke with the State about the generator grant and was told that the grant would most likely be approved at the 80% level. The Town will need to take over the maintenance of the generator once it is installed. As far as the other grant for the equipment within the building, that is at the 50% level. That grant will not be approved until the Fire/EOC Departments have moved in to the new station.

Chief Alcadinho stated he spoke with the Construction Manager and that the Construction Manager is confident there will be funds left over in the bond after construction is completed.

**c. Network equipment quote**

The Board agreed to use available funds from the General Government Building budget to purchase and install the needed network equipment for the new Fire/Rescue Station in the amount of \$10,385.85.

**d. Earthlink (phone line) installation**

**Selectman Burrill moved to authorize the Chairman to sign the agreement with Earthlink to move the phone lines from 35 S. Main Street to 8 Merrimac Road Building D. Seconded by Selectman Doggett with a unanimous vote.**

**e. Comcast installation**

**Selectman Doggett moved to authorize the Chairman to sign the move agreement, the access agreement and the service order agreement with Comcast to move the internet service from 35 S. Main Street to 8 Merrimac Road Building D. Seconded by Selectman Foote with a unanimous vote.**

**C. Warrant for unlicensed dogs**

**Selectman Doggett moved to sign the warrant in accordance with RSA 466:14, from the Town Clerk to authorize the Animal Control Office and/or Police Department to issue civil forfeiture notices to owners of unlicensed dogs. Seconded by Selectman Gonyer with a unanimous vote.**

**D. Review – Employee Evaluation forms and set date for completion**

Town Administrator Wrigley requested that the Board set a date that Department Heads must have employee evaluations completed and submitted to the Board for review.

**Selectman Doggett moved to have all Department Heads submit employee evaluations by September 7, 2018. Seconded by Selectman Foote for discussion.**

A schedule will be setup to review the evaluations with each Department Head.

Selectman Gonyer asked if there were any modifications to the form the Board would like to see made. The Board had no change requests to the form. Town Administrator Wrigley stated that she sent out emails to all Department Heads requesting input on the form and did not receive any responses. Selectman Burrill stated that Department Heads should not review the evaluations with employees prior to the Board reviewing them. Once the Board has signed off on the evaluations, the Department Heads should review them with the employee.

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

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

➤ Other Business

Finn Bloomberg from Scout Troup 93 addressed the Board. Finn asked the Board how long did it take to build the Fire Station? And how much did it cost? Chairman Donovan stated the building has not been completed. Selectman Gonyer stated that building was started on September 5, 2017. Chairman Donovan stated that because the project is not completed the total cost is unknown but that it will not exceed the 1.7 million dollars that the Town residents voted on.

Resident Robert Zalenski addressed the Board with concern about overflowing dumpsters at the Transfer Station. Mr. Zalenski stated that during the past week he was at the Transfer Station to drop off some bulky items and the container he was directed to was full. The Transfer Station Attendant directed him to a second container and that container did not have stairs to use and he had to lift the items over his head to place them in the container. He noted there was a set of stairs off to the side not being used.

Chairman Donovan will speak with the Transfer Station Manager about Mr. Zalenski's concerns.

Mr. Zalenski asked if the current police station was structurally made for a police station. He has been told that police and fire station must meet a certain classification.

Chairman Donovan stated that it is a commercial building. Selectman Burrill stated that the Building Inspector has walked through the building and they would have informed the Town if there was an issue having the police station in the building.

Selectman Burrill reviewed the status of the contract with the YMCA for lifeguards at the Town Beach on the weekends. The Town's insurance company, Primex, recommended not signing the contract with the YMCA. The recommendation was to hire the lifeguards as Town employees. Selectman Burrill was not sure whom the lifeguards would report to, so he spoke with Chief Alcadinho about having the lifeguards report to the Fire Department. Selectman Burrill stated that Chief Alcadinho told him there is no fire personnel coverage on the weekends unless there is a call.

Selectman Burrill would like the Board to approve posting the position for lifeguards and decide which department to hire them under. Town Administrator Wrigley stated that in previous years the Recreation Commission over saw the lifeguards. Upon further discussion the Board agreed to post for 2 lifeguard positions and will have a fireman oversee them. Chairman Donovan stated that he could assist with overseeing the lifeguards as well.

➤ Manifest

**Selectman Doggett moved to sign vendor manifest for dated June 19, 2018 in the amount of \$135,455.01 of that \$36,000.00 goes toward the principal and \$32,298.00 towards the interest for the New Fire/Rescue Station Bond. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Burrill moved to sign vendor manifest for New Fire/Rescue Station dated June 19, 2018 in the amount of \$3,328.00. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Foote moved to sign payroll manifest in the amount of \$39,733.39 for pay period May 27 – June 9, 2018 with a pay date of June 14, 2018. Seconded by Selectman Gonyer with a unanimous vote.**

Selectman Burrill announced the Board's summer meeting schedule will be July 17, and August 21, 2018.

V. Adjourn

**Selectman Doggett moved to adjourn at 7:51pm. Seconded by Selectman Gonyer with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary