



# 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

## January 5, 2016 Board of Selectmen Minutes

NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, JANUARY 5, 2016

TIME: 6PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

### PUBLIC MEETING

- Call to Order, Roll Call Vote

Chairman Doggett opened the meeting at 6:02 pm. In attendance were Selectmen James L. Doggett, Chairman, Matthew A. Burrill, Vice-Chairman, Robert S. Donovan, Jr., Lawrence B. Foote, Lisa L. Gonyer and Town Administrator Nancy J. Wrigley. 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) – Hiring; (a) – Compensation; (c) – Employee Matters. Second by Selectman Gonyer with a unanimous roll call vote: Doggett - aye, Burrill - aye, Donovan - aye, Foote - aye, Gonyer - aye.**

**Selectman Burrill moved to close the Non-Public Meeting at 7:44 pm. Second by Selectman Gonyer with a unanimous roll call vote to keep all matters confidential until in the opinion of the majority of the members the circumstances no longer apply except to announce the hiring of Jason Fredette as a Firefighter at Grade X Step 1, effective date is pending the successful physical and background check; to hire Laura Hillard as a Firefighter at a Grade X Step 1, effective date is pending the successful completion of a physical and background check; and to announce the posting of a Full-time Highway Foreman position. Doggett - aye, Burrill - aye, Donovan - aye; Foote - aye, Gonyer - aye.**

- Pledge of Allegiance
- Introduction of Guests
- Approval of Minutes (Review prior to meeting)

Scheduled Business

### **Review of 2016 Budgets**

- Financial Administration

The Board reviewed a proposed budget prepared by Town Administrator Nancy Wrigley in the amount of \$115,709.00 which is an increase of \$5,110 over the 2015 budget. Wrigley explained that the increase is due to additional hours in the bookkeeper's office due to new requirements.

**Donovan motioned to approve the 2016 Financial Administration budget in the amount of \$115,709.00. Second by Foote with a unanimous vote.**

- **Personnel Administration**

The Board reviewed a proposed budget prepared by Town Administrator Nancy Wrigley in the amount of \$355,699 which is an increase of \$58,145 over the 2015 budget. Wrigley explained that the increase is due to a change in the NH Retirement to include four (4) employees and to the health insurance for the full time Highway Foreman position.

**Burrill moved to approve for 2016 the Personnel Administration budget in the amount of \$355,699. Second by Foote with a unanimous vote.**

- **Police Department**

Office Manager Winglass informed the Board that the Police Department budget had a calculation error in the spreadsheet which was found when preparing a spreadsheet showing all total departments with a grand total. The total budget of \$676,604 accepted by the Board of Selectmen on December 21<sup>st</sup> was incorrect for the correct total is \$672,572. Winglass spoke with Police Chief Streeter who in in agreement with the change to the total budget.

**Burrill moved to accept the revised Police Department budget in the amount of \$672,572. Second by Gonyer with a unanimous vote.**

- **Proposed Warrant Articles**

The Board reviewed draft warrant articles prepared by Town Administrator Wrigley. The Board will review the articles and will meet on Monday, January 11<sup>th</sup> for a final review prior to the Public Hearing on Monday, January 18<sup>th</sup>.

- **Draft 2015 and 2016 Budget Spreadsheet**

The Board reviewed a draft 2016 budget spreadsheet prepared by Office Manager Winglass. Town Administrator Wrigley and Office Manager Winglass will prepare the default budget for the Board to review and approve on Monday, January 11<sup>th</sup> at 6pm.

- **Grant Application - Newton EOC Phone Upgrade Project (\$5,500.00)**

Emergency Management Director Lawrence Foote explained that a grant request was submitted to the Department of Safety, Division of Homeland Security and Emergency Management. The grant request is for the purchase and installation of a phone system to support the community's Emergency Operations Center (EOC). The total cost for this project will be \$11,000 in which the Town will be responsible for a 50% match, \$5,500. EMD Foote stated that the plan is to pay the \$5,500 match out of the Town Disaster Management Expendable Trust Fund established in 2009.

**Burrill moved that the Town of Newton Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$5,500.00 for the purchase of a phone system for the EOC. Furthermore, the Board acknowledges that the total cost of this project will be \$11,000.00, in which the Town will be responsible for a 50% match, \$5,500.00. Second by Gonyer with a unanimous vote.**

- [Fire Department: 2-Way Communications Preventative Maintenance Program](#)

Fire Chief John Alcaidinho was present to propose an agreement with 2-Way Communications to provide customer annual maintenance and support for the departments 30 portable and mobile equipment.

**Gonyer moved to have the Chairman sign the Subscriber Preventative Maintenance Program (SPMP) with 2-Way Communications Service, Inc. for the annual cost of \$720.00. Second by Burrill with a unanimous vote.**

- [Highway Department: Letter of Appreciation](#)

Selectman Gonyer read a letter from property owner Camille Freda of 22 Marcoux Road to Road Agent Mike Pivero for his quick response to her request for assistance.

- [Cont. review on the use of the garages at 8 Merrimac Road](#)

The Board received one request from the Fire Chief to use the bays at 8 Merrimac Road to store equipment. The Board asked to have the bays numbered and to inform them of the equipment stored in each garage.

The Board asked Road Agent Mike Pivero if it is prudent to store snow removal equipment in one of the bays for easy access during a storm; it is important that we keep the lot cleared for emergency personnel. Fire Chief Alcaidinho responded that he agrees and bay #2 would be the place to store it.

**Gonyer motioned to make the four bays available to the Fire Department for the vehicles and equipment as specified and the fifth bay to be facilitated for snow removal. Second by Burrill with a unanimous vote.**

Fire Chief Alcaidinho will number the bays.

- Announcements
- [Other Business](#), Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

The Board reviewed a list of nonprofit organizations that have been approved by other towns to receive donations from a Savers Donation Drive held by other towns.

**Foote motioned to participate in a Newton Savers Donation Drive scheduled for February 6<sup>th</sup> to February 9<sup>th</sup> and give to the donation to the Newton Food Pantry. Second by Donovan with a unanimous vote.**

- **Foote motioned to approve the Vendor Manifest dated 1/5/2016 in the amount of \$299,344.94. Second by Donovan with a unanimous vote.**
- **Burrill moved to sign an Abatement PID#8-3-11-3 for \$28.95 as recommended by the Town Assessor. Second by Foote with a unanimous vote.**

Selectman Gonyer read a letter from Congressman Frank Guinta in reference to the Cadillac Tax.

Selectman Burrill asked to address the option of having liaisons to the town's safety departments in order to keep the lines of communication open. The Board agreed and decided on the following liaison positions and to review this again in March after the elections.

**Burrill moved to establish liaisons until the new Board in March 2016 for the public safety departments; Chairman James Doggett liaison for the Fire Department, Selectman Robert Donovan liaison for the Highway Department, Selectman Matthew Burrill liaison for the Police Department, Selectman Lisa Gonyer liaison for the Transfer Station. Second by Foote with a unanimous vote.**

Selectman Foote discussed the option of installing cameras at the Town Hall on the inside of each door as you enter the first floor. The Board agreed and asked for Office Manager Winglass to obtain a quote for their review.

Mike Pivero, Vice Chairman of the Newton Fire Station Building Committee informed the Board that the committee hired an engineer to conduct a complete review of the existing Central Fire Station. Also the committee has agreed to change the name of the proposed facility to the Newton Fire and Rescue Station.

- Adjourn

**Gonyer motioned to adjourn the meeting at 9:14pm. Second by Foote with a unanimous vote.**

Respectfully Submitted,

Mary Winglass, Office Manager