



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

**DATE: TUESDAY, October 30, 2018**

**TIME: 6:00PM**

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

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Vice Chairman Gonyer called the meeting to order at 6:06pm. In attendance were Selectmen, 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 and a portion of the non-public session minutes were transcribed and typed by Diane M. Morin. A portion of the non-public session was transcribed and typed by Nancy J. Wrigley. Excused this evening was Selectman Robert S. Donovan Jr.

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

**Selectman Doggett moved to go into non-public session at 6:07pm under RSA 91-A: 3 II (a) – Dismissal (c) Reputation. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved to close the non-public session at 7:22pm. Seconded by Selectman Foote with a unanimous roll call vote: 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)—Dismissal and (c)--Reputation 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 October 15, 2018**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated October 15, 2018 as written. Seconded by Selectman Foote with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated October 16, 2018**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated October 16, 2018 as written. Seconded by Selectman Foote with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated October 22, 2018**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated October 22, 2018 as written. Seconded by Selectman Foote with a unanimous vote.**

III. Scheduled Business

**A. New Fire/Rescue Station**

**a. Project Update**

Selectman Gonyer announced that the Board has authorized the payment to Concord Electric Supply and Michael Adams Electric in the amount of \$6,674.92 for electrical supplies used in the construction of the New Fire/Rescue Station. The funds to come from the Fire Station Bond.

Mr. Jeff Murphy from SFC Engineering addressed the Board. Mr. Murphy stated that the building received a temporary certificate of occupancy. There are items on the punch down list that need to be completed to receive a permanent certificate of occupancy. The punch down list has been signed off by all the stakeholders. Mr. Murphy is requesting the Board of Selectmen sign off on the punch down list.

**Selectman Burrill moved to authorize Vice Chairman Gonyer sign the punch down list for the New Fire/Rescue Station. Seconded by Selectman Doggett with a unanimous vote.**

Selectman Foote, the Emergency Management Director, signed the punch down list as well.

**b. Sprinkler System Design**

Selectman Burrill stated that there is a major compliant issue that needs to be resolved. Mr. Murphy explained that the new Fire/Rescue Station has a partial sprinkler system installed. The State fire code requires new buildings comply with fire code NFPA 13 for the sprinkler system. There is some design work that needs to be done and equipment that needs to be ordered. Mr. Murphy recommends not waiting to get this project under way.

Construction Manager (CM) Pivero stated that the installation was done with the assurance from un-named departments that the system would pass inspection and a wavier would be granted. CM Pivero stated that he was recently informed that un-named departments did not follow through with seeking a wavier for the partial sprinkler system. Selectman Gonyer stated that the waiver was not likely to be granted by the State Fire Marshall's office at this time. CM Pivero stated that it should be noted that the un-named departments never requested a waiver for the partial sprinkler system.

Mr. Murphy stated that he spoke with the Fire Marshall's Office and they do not believe the Town has just cause not to meet the standards as it is a new building.

Selectman Burrill stated that this will not prevent the fire department from moving in. The sprinkler system must be completed by August 31, 2019. At this point the Board needs to know the cost of the sprinkler system. CM Pivero estimates the cost will be \$150,000.00

CM Pivero stated that he had hoped to have a surplus of funds but does not believe there will be funds left in the Fire Station Bond. He stated that his employees and sub-contractors provided \$100,000.00 worth of goods and workmanship to help save some money.

**c. Comcast – Need authorization to sign move agreement**

Secretary Morin explained that there are 5 phone lines that need to be moved from Earthlink/Windstream to Comcast. An agreement will need to be signed in order to move the lines.

**Selectman Doggett moved to authorize the Chairman or Vice Chairman to sign the move agreement once the paperwork is received from Comcast. Seconded by Selectman Burrill with a unanimous vote.**

**d. Memo from Bookkeeper – Sign SFC Change Order**

Selectman Gonyer explained the Board contracted SFC Engineering to provide engineering work and coordination for the New Fire/Rescue Station. The original contract was for \$2,500.00. The Board extended and changed the contract to be no more than \$10,000.00.

**Selectman Doggett moved to authorize the Vice Chairman to sign the change order form from SFC Engineering in the amount not to exceed \$10,000.00. Funds to come from the New Fire/Rescue Station Bond. Seconded by Selectman Burrill with a unanimous vote.**

**B. Construction Manager – continuation from September 18, 2018, requesting resolution from Board**

CM Pivero addressed the Board. CM Pivero stated that back on September 18, 2018 he provided the Board with information they had not seen before and at the end of the discussion the Board stated they would review the documentation and communications and provide a conclusion to the ethical behavior of Selectman Foote. CM Pivero would like to know the Board's response.

Selectman Burrill, Doggett and Gonyer all stated the language used by Selectman Foote was inappropriate.

Selectman Gonyer stated that the Board does not have the authority to remove an elected member of the Board. To remove a member, it would need to be brought before the State.

Selectman Doggett stated that an apology would be appropriate but cannot force an apology.

CM Pivero stated he is here to clear his name of any misconception that he has not paid his sub-contractors for work they have provided. He has been in the construction business for 38 years and does not want his reputation tarnished.

Selectman Foote stated that Chairman Donovan was also involved. Selectman Gonyer stated that Chairman Donovan is not present due to illness so is not able to speak to this.

The Board agrees that CM Pivero has done a great job for the Town.

Selectman Foote stated that he apologized at the last meeting.

### **C. Transfer Station – Brush from neighboring towns**

Acting Transfer Station Manager Pete Gagnon proposed to the Board that the Transfer Station be allowed to take in brush, for a fee, from Kingston, East Kingston and South Hampton. The fees collected would be used to have the brush pile chipped and hauled away. Currently, these Towns are allowed to bring bulk items, construction debris, metals and electronics only, for a fee.

Selectman Gonyer asked if there was any reason not to allow these towns to bring compost or co-mingled recyclables to the Transfer Station. Mr. Gagnon stated the compost pile is already very large and that the Town pays to have the recyclables removed. Mr. Gagnon would like to begin offering brush disposal January 1, 2019.

Selectman Doggett asked what the cost would be to have the brush pile chipped and hauled away. Mr. Gagnon stated that he has made inquiries and is waiting for responses.

Road Agent Pivero stated that he would be in favor of chipping and hauling but the cost estimate that he worked up is about \$5,000.00. He does not believe the Town could recoup the cost by charging neighboring towns to dispose of their brush.

Selectman Doggett suggested Mr. Gagnon speak with Terex/CBI to see if they would be able to assist in the chipping.

The Board instructed Mr. Gagnon to pursue getting estimates on the cost to chip and haul the brush pile.

Mr. Pivero asked the Board if he should burn the brush pile. The Board agrees that the pile should be burned.

### **D. Police release of property**

Chief Jewett stated that the Police Department would like to dispose of guns collected in evidence that the owners did not want returned, could not be found or are not allowed to have them back. The options available are to have them destroyed or auction them off through a licensed gun dealer.

Selectman Doggett asked if any of the guns have any value. Chief Jewett has not been through all of them to determine if there is any value to them.

Upon further discussion, the Board asked Chief Jewett to gather more information on the cost to destroy the guns. Also, see if a licensed gun dealer would purchase the whole lot of guns.

**E. Police – DWI Grant**

Chief Jewett stated that he applied for a grant from the Highway Safety Block Grant program and was accepted. The grant will allow him to perform more active DWI patrols within the Town. He is looking to the Board to sign and approve the grant.

Selectman Gonyer asked if the grant was a matching grant and if the grant requires all the board members to sign it. Chief Jewett stated only one member needs to sign it. Chief Jewett stepped away while he researched the cost to the Town for the grant.

**F. Per RSA 31:95-b to accept and expend unanticipated funds to Food Pantry from Kona Ice in the amount of \$50.00**

**Selectman Burrill moved to accept and expend unanticipated funds to Newton Food Pantry from Kona Ice in the amount of \$50.00. Seconded by Selectman Foote with a unanimous vote.**

**G. 2019 Budget Review**

**a. Cemetery Trustees**

Mr. Landry reviewed the proposed budget for the Cemetery Trustees. Mr. Landry stated the budget increase was 1% over the 2018 budget due to increase in landscaping budget item.

**Selectman Doggett moved to include the 2019 Cemetery Trustees budget in the 2019 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**H. Police – DWI Grant continuation**

Chief Jewett stated that the grant amount is for \$2669.00 of which \$667.25 is the Town's portion. Chief Jewett stated that the \$667.25 can come from his 2018 budget.

**Selectman Doggett moved to authorize the Vice Chairman to sign the Highway Safety Block Grant in the amount of \$2669.00 of which \$667.25 is the Town's portion. The funds to come from the 2018 Police Department budget. Seconded by Selectman Foote with a unanimous vote.**

**I. 2019 Budget Review -- continuation**

**a. Cable Committee**

Secretary Morin reviewed the proposed Cable Committee 2019 budget. Ms. Morin explained the increase of \$200.00 was due to increases in salaries.

**Selectman Doggett moved to include the 2019 Cable Committee budget in the 2019 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**b. EMD**

Selectman Foote presented the 2019 EMD proposed budget. He proposed an increase of \$200.00. Selectman Gonyer asked why no funds were assigned to "Dues and

Subscriptions". Selectman Foote stated he did not require any and removed it from the budget.

**Selectman Doggett moved to include the 2019 EMD budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.**

**c. Planning Board**

Selectman Doggett presented the 2019 Planning Board proposed budget. He stated that there is no increase from 2018. He stated that the legal service line item has been decreased due to no pending court cases.

**Selectman Doggett moved to include the 2019 Planning Board budget in the 2019 Town's draft budget. Seconded by Selectman Burrill.**

Selectman Gonyer stated that only 50% of the 2018 salary line item has been expended thus far.

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

**d. Conservation Commission**

Selectman Gonyer stated that the Conservation Commission will be proposing a level funded 2019 budget. The commission will be meeting on November 1, 2018 to accept the 2019 Proposed budget and will then forward to the appropriate people.

Selectman Burrill stated that all departments, boards, commission and committees need to heed to the budget schedule.

**Selectman Doggett moved to include the 2019 Conservation Commission budget in the 2019 Town's draft budget once completed by the Conservation Commission. Seconded by Selectman Gonyer for discussion.**

Selectman Burrill stated that because the budget was not submitted on time and completed that he would not be in favor of accepting the proposed 2019 budget. Town Administrator Wrigley stated that the Board could propose the budget for those that did not submit one. Selectman Gonyer stated that she is speaking for the Conservation Commission unlike the Board of Appeals that does not have a representative present. Ms. Wrigley stated that the Conservation Commission has not submitted any time sheets for salaries. Selectman Gonyer will address the issue with the Commission at their next meeting.

**Selectman Gonyer -- aye, Doggett -- aye and Foote -- aye. Selectman Burrill -- nay**

**e. Forest Fire**

**Selectman Doggett moved to include the 2019 Forest Fire budget in the 2019 Town's draft budget. Seconded by Selectman Gonyer for discussion.**

Selectman Gonyer stated that no grant was requested for 2019. The budget is level funding for 2019.

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

**f. Welfare Assistance**

Town Administrator Wrigley stated that the 2019 budget is level funded. Selectman Gonyer stated that no funds have been expended from the "Dues and Subscriptions" line item.

**Selectman Doggett moved to include the 2019 Welfare budget in the 2019 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**g. Board of Appeals**

Selectman Gonyer stated that no budget was presented nor is there any representative from the Board of Appeals at the meeting. Selectman Burrill stated that the Board of Appeals needs to have their budget in by November 1, 2018. Selectman Burrill stated that all budgets should be completed and presented to the Board when due.

Selectman Burrill stated that November 1, 2018 is the deadline for the following departments:

Building Department	Elections, Registration and Vital Statistic
Gale Library	Tax Collector
Board of Appeals	

The Board is in agreement that if budgets are not submitted on time, the Board will propose a 2019 budget for that department, board, commission or committee.

**J. Release of funds for reimbursement of personal cell phone usage**

Town Administrator Wrigley stated that there is an outstanding check that was designated to an employee for personal cell phone usage that the Board held back. Town Administrator Wrigley stated that the head of the building department gave up his stipend of \$200.00 so that the Permit Clerk could be reimbursed for her usage of her personal cell phone. Selectman Burrill said the Building Inspector should be paid the \$200 stipend for the use of his cell phone for town business. The Board agreed to pay the Permit Clerk \$200 for the use of her cell phone, for this time only.

**Selectman Doggett moved to release the funds for reimbursement of personal cell phone usage in the amount of \$200.00 payable to Barbara White, Permit Clerk. Seconded by Selectman Foote with a unanimous vote.**

The Board was in agreement that moving forward, employees that are in a Town office with access to a PC will not be reimbursed for their personal cell phone. There is a method using email that allows the person to send text messages and pictures without using a personal cell phone.

**K. Intent to Cut Timber – Currierville Road**

Town Administrator Wrigley and Selectman Doggett explained that there is a new housing development on Currierville Road. Selectman Doggett stated that the Planning Board has conditional approval for the final plan. And that the Conservation Commission has provided their input to the Planning Board. Selectman Doggett stated that the developer can cut timber with a conditional approval.

**Selectman Doggett moved to sign the intent to cut timber on Currierville Road for Todd Fitzgerald. Seconded by Selectman Burrill. Gonyer – nay, Burrill – aye, Foote – aye, Doggett – aye.**

**L. Contract -- #2 Fuel and Propane**

Secretary Morin reviewed the proposed agreement from Palmer Gas and Oil for #2 fuel and propane from November 1, 2018 through April 30, 2019. The cost for propane would be \$1.70 per gallon and for #2 fuel the cost is \$2.749 per gallon. Ms. Morin stated that she has requested quotes from other vendors and is waiting to hear back from them. She recommends the Board sign the agreement and should a lower offer come in, the Board could cancel the agreement with Palmer Gas and Oil.

**Selectman Doggett moved to authorize the Vice Chairman to sign the agreement with Palmer Gas and Oil for #2 fuel oil and propane from November 1, 2018 to April 30, 2019. Seconded for discussion by Selectman Burrill.**

Selectman Burrill asked if the agreement would be held until more quotes are received. Ms. Morin stated that it would be submitted. Selectmen Gonyer stated that it's a binding agreement. Selectman Burrill stated that the Board should vote to accept the agreement.

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

**M. Equalization Assessment Data**

Town Administrator Wrigley stated that the Board needs to sign the form acknowledging, to the best of the Board's knowledge, that the assessment and sales provided by the Town is accurate.

**Selectman Burrill moved to sign the Equalization Assessment Data form. Seconded by Selectman Doggett with a unanimous vote.**

**N. Parking – Town Hall during Elections**

Town Administrator Wrigley requested that those working the election park at 2 North Main Street. This will allow voters ample parking at the Town Hall. Selectman Burrill requested that an email be sent to the Moderator asking that he remind the election workers to park at 2 North Main Street.

The Board is requesting that the space in the rear of Town Hall in front of the dumpster have traffic cones placed so no vehicles can park in the spot. This will allow vehicles with handicapped ramps to extend the ramp unimpeded.



**O. RPC Support letter for Drinking Water Source Protection Grant**

Selectman Doggett reviewed the request from Rockingham Planning Commission for a letter of support from the Town for a Drinking Water Source Protection Grant that they are applying for.

**Selectman Doggett moved to authorize the Vice Chairman to sign the letter of support for the Rockingham Planning Commission request. Seconded by Selectman Burrill with a unanimous vote.**

IV. Other Business

**A. Veterans Day Pancake Breakfast**

Secretary Morin asked for funding for the event. Selectman Burrill stated that he would like the Board to sponsor the event. Head count will not be known until after signup on November 6, 2018.

Town Administrator Wrigley suggested the funds come from the Executive 2018 budget.

**Selectman Doggett moved not to exceed \$500.00 to hold a Veterans Day Pancake Breakfast on November 11, 2018, to be held at the Memorial School. The funds to come from the Executive 2018 budget. Seconded by Selectman Burrill with a unanimous vote.**

**B. Tax Rate**

Selectman Gonyer stated that the tax rate was reduced \$1.00, \$26.58 to \$25.58 per \$1000.00.

**Selectman Doggett moved to set the tax rate at \$25.58 per \$1000.00 of assessed value. Seconded by Selectman Foote with a unanimous vote.**

Town Administrator Wrigley is requesting that the Board stop in and sign the Tax Warrant once it is available.

V. Sign Manifests, Requisitions, Abatements, Tax Credits

➤ Manifest

**Selectman Doggett moved to sign vendor manifest dated October 30, 2018 in the amount of \$754,777.59 of which \$628,000.00 goes towards the November 2018 Sanborn Regional School District payment. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Doggett moved to sign vendor manifest New Fire/Rescue Station dated October 30, 2018 in the amount of \$2,500.00. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Doggett moved to sign payroll manifest pay period October 14 – 27, 2018 with a pay date of November 1, 2018. Seconded by Selectman Foote with a unanimous vote.**

➤ Requisitions

**Selectman Burrill moved to sign requisition #3040 in the amount of \$1,680.00 for the Senior Holiday Luncheon for the Recreation Commission. Seconded by Selectman Foote with a unanimous vote.**

➤ Abatements

**Selectman Burrill moved to sign tax abatement refund in the amount of \$9,283.00 for map 99-5-1 for tax years 2012, 2013, 2014 and 2015. Seconded by Selectman Foote with a unanimous vote.**

➤ Tax Credits

**Selectman Burrill moved to sign Veterans tax credit for map 7-3-28-4 for tax year 2019. Seconded by Selectman Foote with a unanimous vote.**

VI. Announcements

- A. Selectman Foote announced that State Elections will be held on November 6, 2018. The polls will be open from 8:00am to 8:00pm.
- B. Selectman Foote announced that the Town Hall will be closed on November 12, 2018 in observance of Veterans Day.

Secretary Morin requested that the Board choose another date to meet instead of November 12, 2018 because Town Hall is not open. Upon further discussion, the Board chose to meet November 13, 2018 beginning at 6:00pm.

- C. Selectman Gonyer announced Gail LeBlanc, Planning Board Administrator, received a pay increase to Grade VI Step 9 on the New Matrix with an effective date of December 9, 2018.
- D. Selectman Gonyer announced Patricia Masterson, Recreation Commission Secretary, received a pay increase to Grade VI Step 1 on the New Matrix with an effective date of December 9, 2018
- E. Selectman Gonyer announced Jack Kozec, Transfer Station Attendant, received a pay increase on his Base Rate to Grade II Step 5 on the New Matrix with an effective date of December 9, 2018.

VII. Adjourn

**Selectman Doggett moved to adjourn at 9:32pm. Seconded by Selectman Burrill with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary