



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, November 20, 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 6:02pm. 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 the non-public session minutes were transcribed and typed by Diane M. Morin. Selectman Robert S. Donovan Jr. was excused this evening.

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

Selectman Burrill moved to go into non-public session at 6:02pm under RSA 91-A: 3 II (a) Disciplinary – (c) Reputation. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.

Selectman Burrill moved to close the non-public session at 7:14pm. 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) Disciplinary – (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 November 13, 2018

Selectman Burrill moved to accept the non-public and public meeting minutes dated November 13, 2018 as written. Seconded by Selectman Doggett with a unanimous vote.

III. Scheduled Business

A. New Fire/Rescue Station

a. Project Update

The Town of Plaistow has offered a fire pump that could be used for the sprinkler system at the New Fire/Rescue Station. Construction Manager (CM) Pivero stated that he sent the specifications of the pump to the design engineer to see if it meets the specifications for the sprinkler system. Secretary Morin stated the email received from the Town of Plaistow indicated that the pump would be on loan for 1-2 years. It would then need to be returned. CM Pivero stated that he was not aware of the restriction and would speak with the Town of Plaistow.

CM Pivero stated that the Fire Department has moved in to the new facility. The ADA compliant issues will be resolved by the end of November 2018. Selectman Burrill stated that it is not unusual to have a punch list once the facility is being occupied.

CM Pivero expressed concern that social media is being used to disperse misinformation and asked if the Board will be doing anything to address the misinformation being provided. Selectman Gonyer stated that the Board has tentatively scheduled a meeting for December 1, 2018 so the public can ask questions and get answers instead of relying on social media for information regarding the New Fire/Rescue Station project. Selectman Burrill stated that the meetings and minutes are where information should be obtained from. He further stated that the meetings the Board held are done at a high level.

IV. Other Business

Master Finn Blomberg from Boy Scout Troop 93 requested to address the Board. Finn is working on a boy scout badge and had several questions for the Board.

- 1) What is the most important environmental issue within the Town? Selectman Doggett stated storm water management is the top environmental issue within the Town.
- 2) Do you know what is causing it or is just weather related? Selectman Doggett stated that most is weather based.
- 3) How long has this been an issued? Selectman Doggett stated that the MS4 program has been going on for about 20 years. Selectman Doggett explained that the MS4 is federally mandated and details how the Town will handle storm water
- 4) What can we do about it? Selectman Doggett stated that residents need to be educated on how storm water affects the entire Town.
- 5) How much does it cost? Selectman Doggett stated the cost is between \$15-20,000 a year. Whereas failure to not adhere to the federal mandate could cost the Town \$33,000 per day.
- 6) Any other environmental issues within the Town? Selectman Gonyer stated that the Conservation Commission is working with the Country Pond Lake Association to test the water for chemicals levels, evasive species and other things that affect the pond.

A. New Fire/Rescue Station -- Continuation

b. Old Fire Station – Closing the building and turning utilities off

Town Administrator stated that the building will soon be empty and would like to close the building. Selectman Gonyer asked Selectman Foote if the EOC is able to move to the new fire/rescue station even though the generator has not been installed. Selectman Foote stated that he received verbal approval from the State to move in and that the generator is not needed to move in.

Selectman Doggett moved to close the old Fire Station located at 35 South Main Street with a date specified by the EOC. Seconded by Selectman Burrill for discussion.

Town Administrator Wrigley stated that once the EOC has moved out the Town could hire a plumber to winterize the building. The generator and propane tanks will be removed by the owner, which is NextEra Energy Seabrook Station. CM Pivero stated that once you close a building it deteriorates quickly.

The motion passed with a unanimous vote.

c. Memo from Bookkeeper

Selectman Gonyer explained the memo from the Bookkeeper regarding where the funds would come from to pay invoices for the New Fire/Rescue Station equipment. Selectman Burrill stated that the invoices will be paid from the 2018 Fire Department budget. Selectman Burrill reviewed the invoices: 1) Baystate Business Ventures in the amount of \$1,630.00 for plumbing the new gear extractor. 2) RMON Networks in the amount of \$2,655.00 for installation of network infrastructure. 3) TCS in the amount of \$2,910.00 for PA speaker upgrade.

Selectman Burrill moved to authorize the Bookkeeper pay the invoices from the 2018 Fire Department budget. Seconded by Selectman Doggett with a unanimous vote.

Town Administrator Wrigley stated that should the Fire Department budget be overspent would the Board be willing to take funds from another Town budget to cover the expenses. The Board agreed that funds could come from another Town budget.

d. EMPG – Generator update

Selectman Foote stated that he met with NextEra Energy and they have gifted the Town \$21,000 towards the purchase of a new generator to be installed at the new Fire/Rescue Station. The Town's portion will be \$9,500.00.

Selectman Doggett moved to sign the Indemnification and Hold Harmless agreement with NextEra Energy. Seconded for discussion by Selectman Burrill.

Selectman Gonyer stated that NextEra Energy has the Town's sincerest thanks for the gift of \$21,000.00 towards the purchase of a generator.

The motion passed with a unanimous vote.

B. State Representative – Deb Hobson request to hold office hours

Selectman Burrill stated that Deb Hobson spoke with him and she would like to hold monthly office hours so that constituents could meet with her. Town Administrator Wrigley and Selectman Gonyer suggested that she be allowed to use the Main Hall. Selectman Gonyer stated that the offer is open to any elected official that represents the Town of Newton NH.

C. 2019 Snow Plow Policy

a. Snow Plow Policy

Road Agent Pivero stated that there is no change in the rate from 2018. The only change would be the Town's insurance rate for worker's compensation.

Selectman Doggett moved to adopt the 2019 Snow Plow Policy rate sheet. Seconded by Selectman Burrill with a unanimous vote.

b. Plowing old Fire/Rescue Station

The Board agreed to no longer plow the fire station located at 35 South Main Street.

c. Plowing new Fire/Rescue Station

Road Agent Pivero stated that in previous years the Highway Department plowed the driveway. Now that the Fire Department is located at 8 Merrimac Road and they have a vehicle with a plow, does the Board want the Highway Department to plow the entire driveway or just near the police station? Selectman Gonyer would prefer to see the Highway Department plow the complex. Selectman Burrill would prefer to have the Fire Department plow using the new vehicle leased for this purpose. Selectman Doggett suggested that the Fire Department may be able to handle a light snow storm but not a heavy storm. Upon further discussion, the Board agreed to have the Road Agent meet with Chief Alcadinho and Chief Jewett and decide what is best.

d. Update on new accepted Town Roads

Secretary Morin stated that a resident came in and complained that Kinsley Road had not been plowed. The resident was informed that the road has not been accepted as a Town Road and that the developer is still responsible for the plowing. The Planning Board Administrator Assistant communicated with the developer to inform him that he is still responsible for the road. Selectman Doggett stated that he sent the developer the steps needed to have the Town accept the road.

D. 2019 Budget Review

a. Highway Department

Road Agent Pivero presented the 2019 proposed Highway Department budget. He has proposed a level funding for 2019.

Selectman Doggett moved to include the 2019 Highway Department budget in the 2019 Town's draft budget. Seconded by Selectman Burrill for discussion.

Selectman Gonyer would like to have time to review the proposed budget.

The motion failed: Burrill – aye, Doggett – aye, Gonyer –nay, Foote – nay.

The budget will be placed on the December 4, 2018 agenda.

b. Tree Warden – Tabled until December 4, 2018

c. Recreation Commission

Selectman Burrill presented the 2019 proposed Recreation Commission budget. The budget is level funded except for an increase in salary and background check. Selectman Burrill will verify with the Recreation Commission the increase in the salary line item.

Selectman Foote moved to include the 2019 proposed Recreation Commission budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

d. Transfer Station

Transfer Station Manager (TSM) Gagnon presented the 2019 proposed Solid Waste Disposal budget. TSM Gagnon is requesting an increase of \$34,100.00 to the budget. Increases are to purchase new signage, increase in salaries, purchase of protective clothing, repairs, hauling fees, ground water testing and improvements.

The Board recommended to encumber the funds in 2018 and to purchase the materials needed so that it is available when the weather permits.

Selectman Gonyer asked about the resident sticker line item why it is reduced. TSM Gagnon stated that new stickers were purchased last year and there shouldn't be a higher need for more stickers.

The Board discussed the increases requested and how TSM Gagnon arrived at the amount requested. Upon further discussion the Board recommended that he revise his budget and provide reasons for the increases requested. Selectman Gonyer and Burrill will work with TSM Gagnon to revise the 2019 proposed Transfer Station budget

E. Safety Complex – Contract for landscaping

Secretary Morin reviewed the updated contract for the Safety Complex for landscaping.

Selectman Doggett stated he would like to look at the viability of having the firefighters mow the area. Selectman Burrill stated that he recalls the Fire Chief stating that once they moved to the new station his members would not be mowing the grass. Selectman

Burrill stated that mowing the grass is only a portion of the job. There would be spring and fall cleanups, and lawn treatments that would need to be done.

Selectman Doggett expressed concern that the landscaping budget for the entire Town properties is increasing. Selectman Gonyer stated the increase is due to the number of sites that need to be maintained. Selectman Doggett would like to hire a person to maintain the sites.

Secretary Morin will get an updated contract from the landscaper for the Town sites.

Selectman Burrill moved to authorize the Chairman to sign the 2019-2020 landscaping contract with Granite Coast Industries to maintain the grounds at the Safety Complex in the amount of \$10,300.00 per year. Seconded by Selectman Foote.

Burrill – aye, Foote – aye, Gonyer –aye, Doggett – nay

F. Comcast Franchise Fee – Memo to Bookkeeper

Selectman Doggett moved to sign the letter to Bookkeeper Hughes instructing her to prepare a check in the amount of \$2,408.76 to be deposited into the Cable Revolving Fund. Seconded by Selectman Burrill with a unanimous vote.

G. Review – Bulk Item Voucher Policy

Selectman Gonyer stated that the Transfer Station Manager has reviewed and is accepting of the policy as written. The petitioner also reviewed the policy and agreed that it is in line with the intent of the petition warrant article submitted at the March 2018 Town meeting.

Selectman Burrill stated that Selectman Donovan had an issue with owners of multiple properties receiving one voucher and not one for each property. Selectman Gonyer explained that a tax paying household is defined in the policy. A person can only have 1 household no matter how many properties the person owns. Town Administrator Wrigley stated that a tax payer with multiple properties in Town could get another voucher by getting authorization from her or the Selectmen's Office. They would then bring the authorization to the Transfer Station and be given a voucher. Selectman Doggett stated renters do not get vouchers as they are not tax paying household.

Selectman Doggett moved to adopt the Annual Bulk Item Voucher Guidelines as written. Seconded by Selectman Gonyer. Gonyer – aye, Foote – aye, Doggett – aye, Burrill – nay.

H. Review – 2019 Selectmen's meeting schedule

Selectman Burrill moved to adopt the 2019 Selectmen's meeting schedule as proposed. Seconded by Selectman Foote with a unanimous vote.

I. Review – 2019 Town Meeting Time line

Town Administrator Wrigley reviewed the time line for upcoming meetings.

Selectman Doggett moved to adopt the 2019 Town Meeting Time Line. Seconded by Selectman Foote with a unanimous vote.

J. Water Quality Monitoring quote – R. W. Gillespie & Associates

Town Administrator Wrigley reviewed the quote which is to test the ground water at the Transfer Station and surrounding wells. Selectman Gonyer stated that this testing is mandatory.

Selectman Doggett moved to authorize the Chairman to sign the agreement with R. W. Gillespie & Associates to monitor ground water and surrounding wells at the Transfer Station. Seconded by Selectman Foote with a unanimous vote.

IV. Sign Manifests, Correspondence and Appointments

➤ **Manifest**

Selectman Doggett moved to sign vendor manifest dated November 20, 2018 in the amount of \$81,463.56. Seconded by Selectman Foote with a unanimous vote.

➤ **Appointment**

Selectman Burrill moved to appoint Patricia McCarthy to the Stewardship Committee to a 3-year term to expire on April 30, 2021. Seconded by Selectman Doggett with a unanimous vote.

➤ **Correspondence**

A. Letter from Town Resident – Cheryl Killam

Ms. Killam was unable to attend so the Board postponed until the next Board meeting.

B. Request for storage in the Butler Building – Newton Firefighters Association

Selectman Gonyer stated that the Board received a request from Newton Firefighters Association to utilize storage space in the Butler Building for a Santa sleigh and Christmas decorations.

Selectman Doggett moved to allow the Newton Firefighters Association to store the Santa sleigh and Christmas decorations in a 15x15 area in the Butler Building at 8 Merrimac Road. Seconded by Selectman Burrill with a unanimous vote.

V. Announcements

Selectman Burrill announced that on December 8, 2018 at 1:00pm the Recreation Commission will be sponsoring a Jingle Run 5K. Money raised will go to Toys for Tots and the Santa Claus Fund for Foster Children. They will also be accepting un-wrapped toys to be donated to Toys for Tots.

Selectman Burrill announced that on December 15, 2018 from 11:00am – 2:00pm Santa will be collecting toys for the Toys for Tots.

Both events will take place at 8 Merrimac Road.

VI. Adjourn

Selectman Burrill moved to adjourn at 9:08pm. Seconded by Selectman Foote with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary