



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

DATE: TUESDAY, March 21, 2017

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

MEETING MINUTES

I. Call to Order

Chairman Doggett called the meeting to order at 6:48 pm. In attendance were Chairman James L. Doggett, Selectman, Matthew A. Burrill, Vice-Chairman, Lawrence B. Foote, Lisa L. Gonyer; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The public meeting was recorded and audiotaped; minutes were transcribed and typed by Diane Morin. The non-public meeting minutes were transcribed and typed by Nancy J. Wrigley. Robert S. Donovan Jr. joined the public meeting via phone.

II. Pledge of Allegiance

A moment of silence was observed in the memory of Retired Fire Chief Roland Estabrook.

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

Selectman Burrill moved to go into Nonpublic Session at 6:00pm under RSA 91-A: 3 II (a) – (c) HR Matters. Second by Selectman Foote with a unanimous roll call vote: Doggett – aye, Burrill – aye, Foote – aye, Gonyer – aye. Selectmen Donovan was not present for the non-public meeting.

Selectman Foote moved to come out of non-public at 6:36pm. Second by Selectman Gonyer with a unanimous roll call vote: Doggett – aye, Burrill – aye; Foote – aye and Gonyer – aye.

Selectman Burrill 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. Second by Selectman Foote with a unanimous vote.

III. Approval of Minutes (Review prior to meeting)

Selectmen's Non-Public Meeting Minutes dated February 21, 2017.

Selectman Burrill moved to accept the non-public minutes dated February 21, 2017 as written. Seconded by Selectman Foote with a unanimous vote.

Selectmen's Public and Non-Public Meeting minutes dated March 7, 2017.

Selectman Burrill moved to accept the public and non-public minutes dated March 7, 2017 as written. Seconded by Selectman Foote with a unanimous vote.

Selectmen's Public Meeting minutes dated March 13, 2017.

Selectman Burrill moved to accept the minutes dated March 13, 2017 as written.

Seconded by Selectman Gonyer with a unanimous vote.

IV. Scheduled Business

A. Selectmen's reorganization and Bylaws.

Chairman Doggett moved to have Selectman Burrill take over as Chairman of the Board and to have Selectman Gonyer as Vice- Chairman. Seconded by Selectman Donovan with a unanimous vote.

All liaisons between the Board and other committees and boards will remain as is. Selectman Donovan left the meeting at 6:58pm.

Selectman Doggett moved to accept the Board of Selectmen by-laws as written. Seconded by Selectman Gonyer with a unanimous vote.

Chairman Burrill expressed thanks to former Chairman Doggett for his service to the Board.

On behalf of the Board, Chairman Burrill expressed thanks to the voters for passing all the Town warrant articles, especially the fire station building warrant article.

B. Review DOT paving and sign acceptance to maintain crosswalk in front of Town Hall.

Road Agent, Michael Pivero, outlined the streets that the DOT will be paving. No date has been set by the DOT. The following streets will be re-surfaced:

Merrimac Road from the intersection of Route 108 to the Massachusetts State Line.

West Main St/ Peaslee Crossing Road to Route 108.

Route 108 from the Plaistow/Newton Town Line to Goulds Hill Road.

He also mentioned that the entrance to 8 Merrimac Road needs to be resolved. The repair would be temporary while the new Fire Station is under construction. The Road Agent has notified the DOT that there will be construction going on at the site.

The crosswalk in front of the Town Hall will be paved over and will need to be repainted.

The Town will maintain the crosswalk once the resurfacing is completed.

Selectman Gonyer moved to have the Chairman sign the agreement with DOT that the Town will maintain the crosswalk in front of the Town Hall after DOT has re-paved the road. Seconded by Selectman Foote with a unanimous vote.

C. Request for changes to Greenie Park playing fields by Newton Baseball Softball Association.

The Association has joined a new league and they require the base paths to be longer. The League is also requiring the infield to be expanded as well. The Association will perform the modifications to bring them in compliance with the new league rules.

Selectman Foote moved to authorize the changes to Greenie Park playing fields. Seconded by Selectman Doggett with a unanimous vote.

D. Station Manager job description update. Tabled for now.

E. Sign re-appointment for Sarah Woodman and Diane Morin to Cable Committee as recommended by the Cable Committee to expire on April 30, 2020.

Selectmen Doggett moved to re-appoint Sarah Woodman and Diane Morin to the Cable Committee to expire on April 30, 2020. Seconded by Selectman Foote with unanimous vote.

There was discussion about Diane's role on the committee. She will act as the Board's liaison and still be the station manager until the position can be filled.

F. Cable Committee recommendation to reduce franchise fee from 2.5% to .5% to be deposited in the Cable Revolving Fund.

Secretary Morin explained that the Cable Committee has completed the equipment upgrade and feels that any new franchise fees would be better used to offset taxes. The Franchise Fee that the Town receives is 5% and is split 2.5 % to the Cable Revolving Fund and 2.5% to the Town. The Cable committee recommended to the Board the following changes, 4.5 % will go to the Town and .5% to the Cable Revolving Fund.

Selectman Doggett moved to reduce the franchise fee to be deposited in the Cable Revolving Fund from 2.5 % to .5%. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote asked when the Comcast contract expires. Town Administrator Wrigley stated that the contract has 5 more years. Selectman Foote would like to see more competition for the contract. It was stated that there is no other broad band service provider in the area.

G. Fire Station Building next steps.

Mr. Kelly Davis, Architect, from Port One out of Portsmouth, NH reviewed the processes needed to move forward with the Fire Station Project. He recommended using a Construction Manager for overall management of the project. Using a Construction Manager is more transparent and they provide cost estimates throughout the process. Normally, this person works for a percentage of the total construction cost. Selectman Doggett, from his experiences with other building projects, recommended using a Construction Manager versus Design Build Manager or General Contractor.

Mr. Davis provided drafts for different types of contracts that could be used to hire the Architect and Construction Manager.

Mr. Davis stated that the demand for construction sub-contractors is high. He recommends bringing on the Construction Manager as soon as possible. He provided a high level written schedule for the project. He recommends that the Fire Station

Building Committee bring to the Board recommendations for Construction Managers and then have the Town send an RFP to each recommendation.

Selectman Gonyer asked if there was a contract agreement with Port One. Mr. Davis said not at this time. He pointed to one of the documents as a draft for hiring Port One as the architect. Chairman Burrill stated the Board would need to meet in a non-public session to discuss the hiring of an architect firm as this pertains to contractual agreements. Mr. Davis will send the files electronically so the Board can review them.

Mr. Dennis Moran, Chairman of the Fire Station Committee, and the Board feels the first step is for the Committee to work on a new charter as the Committee's original charter is not for overseeing building the station. The Committee will need to be involved in the process and it is recommended they meet weekly until the project is well under way. The Committee will make recommendations when needed and bring to the Board.

Fire Chief Alcadinho spoke to having the existing members of the Committee being on the new Fire Station Building Committee. He believes all the members with the exception of one, will be able to serve on the Committee.

Selectman Doggett moved to establish a Fire Station Building Committee. Selectman Gonyer seconded with a friendly amendment to invite current Fire Station Building Committee members to join. Chairman Burrill added a friendly amendment that the function of the committee will be to oversee the project not to build it. The motion passed with a unanimous vote.

Selectman Doggett moved to re-appoint the members of the Fire Station Building Committee to the new Fire Station Building Committee. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett will be on the new committee per his request.

Mr. Moran briefly went through the time line. The Board will need to hire the Architect prior to the Construction Manager. Selectman Gonyer asked if the cost is over \$3,500.00 and if so the Town would need to go out to bid. Chairman Burrill stated for the record that the \$3,500.00 is a Selectmen policy and can be overridden should the Board feel that it is in the best interest of the Town. He further stated that this project may require the Board not to go out to bid in order for the project to be completed in a timely manner. If necessary, the Board will meet more frequently to ensure the project is not being held up waiting for the Board to approve bids.

Mr. Michael Pivero tendered his resignation from the Fire Station Building Committee. **Selectman Gonyer moved to accept Michael Pivero's resignation from the Fire Station Building Committee effective March 21, 2017 with thanks. Seconded by Selectman Foote with a unanimous vote.**

Mr. Pivero wanted to remind the Board that the application for the bond should continue. Town Administrator, Nancy Wrigley, stated that she is already working on the application for the bond and that it needs to be submitted by April 10, 2017.

V. Announcements

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

Chairman Burrill addressed the resident sticker policy for seasonal residents. He did not see any reason to modify the policy for one or two seasonal residents. Selectman Gonyer explained that the issue is that the Town Hall is not opened when most seasonal residents are in the area. If more seasonal residents were having an issue obtaining the placard, then the policy could be reviewed again. Selectman Foote asked if it was possible to mail the placard. Town Administrator Wrigley stated the policy is for the seasonal resident to come to the Town Hall to provide proof of property ownership and provide registration information for the vehicle that will be used.

Selectman Foote moved to not modify the seasonal residential sticker policy. Seconded by Selectman Doggett with a unanimous vote.

Town Administrator Wrigley, asked if the voucher/hazardous waste policy would be changed for seasonal residents. No change at this time.

Selectman Gonyer announced that a new web site for the Town of Newton will be launched March 31, 2017. She invited all to review the new web site.

Selectmen Doggett moved to sign the manifest dated March 21, 2017 in the amount of \$370,949.90 of that \$216,621.00 goes to Sanborn Regional School District. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to sign manifest for pay period 03/5/2017-03/18/2017 with pay date of 03/23/2017. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign paper abatement in the amount of \$878.98 for map 6-15-9 as recommended by Town Assessor, Andrea Lewy. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign paper abatement in the amount of \$1,258.30 for map 9-3-8 as recommended by Town Assessor, Andrea Lewy. Seconded by Selectman Foote with a unanimous vote.

Selectman Foote moved to sign paper abatement in the amount of \$98.79 for map 17-1-6-2. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote and Selectman Doggett thanked the voters for their confidence in re-electing them to the Board.

Selectman Doggett reminded residents and candidates to remove their political signs.

Chairman Burrill thanked the residents for recognizing the efforts of all the departments, boards and committees for their hard work on budgets.

VII. Adjourn

Selectman Doggett moved to adjourn at 8:02pm. Seconded by Selectman Foote with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary