



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

DATE: TUESDAY, August 1, 2017

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:01pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Selectmen Lisa L. Gonyer, Vice-Chairman, Lawrence B. Foote, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public meeting was audio taped. The public meeting was audio and video taped; the non-public minutes were transcribed and typed by Nancy J. Wrigley. The public 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) – (c) -HR Matters
Nonpublic Session under RSA 91-A:3 II (c)**

Selectman Doggett moved to go into non-public session at 6:01pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c). Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Foote – aye, Doggett – aye.

Selectman Foote moved to close the non-public at 6:30pm. Seconded by Selectman Doggett with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Foote – aye, Doggett – 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 Gonyer with a unanimous vote.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated July 18, 2017

Selectman Doggett moved to accept the non-public and public minutes dated July 18, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.

Selectmen's non-public and public meeting minutes dated July 25, 2017

Selectman Doggett moved to accept the non-public and public minutes dated July 25, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.

III. Scheduled Business

A. Fire/Rescue Station

a. Project Update

Construction Manager (CM) Mike Pivero addressed the Board. CM Pivero informed the Board that the Alteration of Terrain Permit and a Driveway Permit from the State is still needed. The Driveway Permit application has been submitted. The Alteration of Terrain Permit will be submitted once the Board signs the permit application. The structural designs have been submitted to the structural engineer for foundations. This may take a few weeks before the foundation designs are completed.

CM Pivero asked the Board if they wish to wait until the necessary permits have been granted. Chairman Burrill asked if the State has been contacted to help expedite the applications. Town Administrator Wrigley stated that the Civil Engineer has spoken with the State and after speaking with the State, the Civil Engineer believes that the Town could start ground breaking. Should the State require any changes made to the plans, the changes would most likely be minimal. Chairman Burrill is concerned that the Town would not be following its own regulations if the construction were started before the necessary permits were granted. Chairman Burrill further stated that we require developers to follow the Town's regulations and that the Town should do so as well.

Selectman Gonyer was concerned that if we delay the project it might drive up the cost. CM Pivero stated that the project could be postponed until Spring of 2018 so not to incur winter construction rates. This will depend on what phase the project is at. CM Pivero stated that if complete approval is needed, the construction would not be started this year, 2017.

Chief Alcadinho was concerned that waiting for complete approval will drive the cost up. He was under the impression that the only permit needed was for the driveway and felt that the building could be started. Upon further discussion, it was clarified that the Alteration of Terrain Permit is needed before the foundation can be built.

Selectman Doggett asked if the Town needs an Alteration Terrain Permit because the area being disturb is below 200,000 square feet threshold. Selectman Doggett recommends we send the plans to the Town Circuit Rider and Town Engineer. Chairman Burrill would like to send the plan in conjunction with submitting the Alteration of Terrain Permit to both the Town Circuit Rider and Town Engineer.

The Board directed the CM to wait for permits before starting construction.

B. Fire Department

a. Replacement lights

Chief Alcadinho explained that the Town Employee doing the work will be doing the job under his business. Town Administrator Wrigley informed the Board that the Town has received a Certificate of Insurance from the business.

Selectman Foote moved to sign requisition 2525 in the amount of \$3,100 for LED replacement lights on the Butler Building at 8 Merrimac Road. Seconded by Selectman Gonyer with a unanimous vote.

b. NFD fee schedule amended

Chief Alcainho reviewed the changes made to the Newton NH Fire Department Fee schedule with the Board.

Selectman Gonyer moved to adopt as amended the Fire Inspection Policy and Detail Rates. Seconded by Selectman Foote with a unanimous vote.

c. MDA Charity event

Chief Alcainho explained that the Fire Department will be collecting donations for the Muscular Dystrophy Association (MDA) beginning August 1 through October 14, 2017. The volunteers will be at the Transfer Station, Central Fire Station, Olde Home Day and the open house at the Fire Station at different times during this period.

Selectman Doggett moved to approve the Fire Department collecting donations for the MDA from August 1 through October 14, 2017. Seconded by Selectman Gonyer with a unanimous vote.

Chairman Burrill reminded the Chief that the volunteers should not approach vehicles at the Transfer Station.

C. Fire/Rescue Station -- continuation

b. Ground Breaking Ceremony

The Ground-Breaking Ceremony will be postponed until the actual construction can begin.

c. Alteration of Terrain Permit Application

Selectman Doggett moved to authorize the Chairman to sign the Alteration of Terrain permit application to be submitted to the State. Seconded by Selectman Foote with a unanimous vote.

D. Road Agent

a. Wentworth Drive

Road Agent Mike Pivero explained that the Newton Police Department is still gathering data on the number of large vehicles that use Wentworth Drive. The data should be available for the next Board of Selectmen's meeting, August, 15, 2017.

b. Gale Village Road – Tree Cutting

Road Agent Pivero explained that the second half of Gale Village Road is slated to be re-paved this year. There are 13 healthy trees on the public easement that should be removed. The roots from these trees are breaking up the existing pavement. Road Agent Pivero stated that should the Town decide to not remove the trees, he would not recommend re-paving the road because the roots from the trees will break the new pavement. Prior to cutting the trees, approval from the Conservation Commission is required because Gale Village Road is considered a scenic road. If approval is granted then a Public Hearing must be held to allow the residents to express their opinions.

A Portion of Gale Village Road is narrow and measures only 16'.5" wide which makes it hard when two vehicles pass each other such as school buses.

Selectman Gonyer will present to the Conservation Commission the request to cut the trees. Should the Commission approve then the Board of Selectmen will hold a Public Hearing. A tentative date would be September 5, 2017.

c. Senate Bill 38

The Town has received a supplemental highway grant in the amount of \$91,992.34. The funds need to be used on a road/bridge project that was not budgeted for in 2017. Road Agent Pivero explained that he is waiting for clarification on whether the funds need to be used before the end of 2017 or if they can be used on a future road project. The funds have been placed in the Highway Revolving Fund.

E: Transfer Station

a. Stairs for bulk containers

Transfer Station Attendant Jack Kozec addressed the Board with a proposal for installing concrete stairs leading up to the opening for the two bulk containers at the Transfer Station. This would make it safer for residents to place their discarded items in the bulk containers. Currently there is one set of wooden stairs that is in need of repairs. The other container does not have stairs leading up to the opening. The cost for 2 sets of stairs would be \$2,750.00.

Chairman Burrill asked if other material such as composite boards were considered. Selectman Gonyer stated that more than one quote is needed and what budget item the funds would come from. Mr. Kozec will ask local carpenters for an estimate. The Board is in agreement that this is a safety issue and needs to be addressed. Mr. Kozec will work on getting more estimates to present to the Board at the August 15, 2017 meeting.

b. Assisting Residents

Mr. Kozec explained that when a resident asks for assistance that the Transfer Station attendant will assist. Prior to assisting the resident, a waiver must be signed by the resident in case there is any damage done to the vehicle. There are times when there are only 3 employees which hinders assisting residents.

Selectman Doggett recommended to do away with the waiver and assisting residents. Selectman Gonyer suggested that the resident bring the person whom helped load the vehicle to help unload it. The Board of Selectmen and the Transfer Station Attendants ask that residents have patience when needing assistance.

F: Policy Subcommittee

a. Residential Sticker

Selectman Gonyer and Doggett reported that they have updated the Residential Sticker Policy. Selectman Gonyer went through the proposed modifications made to the policy. One major change will allow Seasonal Residents to have the mirror tag mailed to their Newton NH address. Town Administrator Wrigley expressed concern on the cost to mail the tags. Selectman Gonyer suggested to amend the policy to have the resident provide a self-addressed stamped envelope when they apply for the tag.

The first 2 vehicles per household that are registered in Town would receive the residential stickers for free. Any other vehicle in the household registered in Town would pay \$5.00 per sticker. The cost of the replacement sticker would be \$5.00.

Currently if a resident needs a temporary/mirror tag they would need to provide the make, model, plate number and color of the vehicle they will be using. With the new change, the temporary/mirror tag would go with the resident and not the vehicle. They would need to provide proof of residency but they would not be required to provide information about the vehicle.

Another proposed modification is to no longer issue residential stickers to commercial vehicles. Chairman Burrill questioned whether a business owner who registers their vehicle under the business would no longer be issued a residential sticker. Selectman Gonyer confirmed that with the proposed modification, they would be issued a mirror tag. Chairman Burrill and Town Administrator Wrigley would like to have feedback from the Town Clerk, Transfer Station Manager and residents before adopting the proposed modifications to the Residential Sticker Policy.

b. DMV Inspection Sticker update

The State issued a policy update on the location of vehicle inspection stickers. Starting October 1, 2017, the new larger stickers will be placed in the lower left-hand corner of the vehicle windshield. The Board will instruct the Town Clerk to not issue the new resident stickers until the amended Resident Sticker Policy has been accepted and the location of the new resident sticker is decided.

c. Job Description --Transfer Station Attendant and Laborer

Selectman Gonyer stated that the Transfer Station Manager DiFalco reviewed the job description and was fine with the Attendant. The Transfer Station Laborer job description is no longer needed.

Selectman Doggett moved to adopt the Transfer Station Attendant job description. Seconded by Selectman Foote with a unanimous vote.

d. Employee Performance – Support Staff 2017

Town Administrator Wrigley explained that Selectman Gonyer and herself have worked on updating the employee evaluation form and would like the Board to review and provide feedback. Chairman Burrill suggested that the form be used for this year's employee evaluation as a pilot program and that "Support Staff" be removed from the form to leave it more generic.

Selectman Doggett moved to make a sunset motion that the revised employee evaluation form be used for this year's employee evaluation with an end date of November 2017. Seconded by Selectman Foote with a unanimous vote.

G. Household Hazardous Waste Bids

Secretary Morin reviewed the spreadsheet she created from the sealed bids received for the Household Hazardous Waste Day bids. She met with Transfer Station Manager DiFalco to review the bids. Transfer Station Manager DiFalco specified the items that he wants to ensure are being taken on that day. Using this information, Secretary Morin compared the companies. Both Transfer Station Manager DiFalco and she are recommending Care Environmental Corporation. This company will take all the required items. The minimum cost for the day would be \$6,000.00. The day for the event will be November 4, 2017 from 9:00am – 12:00pm.

Selectman Doggett moved to enter into a contract with Care Environmental Corporation to provide a 1-day Household Hazardous Waste Day on November 4, 2017 from 9:00am-12:00pm to be held at the Transfer Station. Seconded by Selectman Foote with a unanimous vote.

H. June Revolving Accounts

Each Board member will review the accounts offline.

IV. Sign Manifests

Selectman Doggett moved to sign vendor manifest dated August 1, 2017 in the amount of \$1,383,141.44 of which \$1,200,000.00 is for the August school payment. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to sign new Fire/Rescue Station vendor manifest dated August 1, 2017 in the amount of \$6,250.00. Seconded by Selectman Gonyer with a unanimous vote

Selectman Foote moved to sign manifest for pay period 07/9/2017-07/22/2017 with pay date of 07/27/2017. Seconded by Selectman Gonyer with a unanimous vote.

V. Adjourn

Selectman Gonyer moved to adjourn at 8:20pm. Seconded by Selectman Foote with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary