



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

**DATE: TUESDAY, November 7, 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 6:00pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., James L. Doggett; 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. The HR portion of the non-public session minutes were transcribed and typed by Nancy J. Wrigley. Selectman Lawrence B. Foote 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 6:00pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c) Reputation. Seconded by Selectman Donovan with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Doggett – aye.**

**Selectman Doggett moved to close the non-public at 7:08pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – 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 October 30, 2017  
Selectman Doggett moved to accept the non-public and public meeting minutes dated October 30, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

III. Scheduled Business

**A. New Fire/Rescue Station**

**a. Project Update**

Construction Manager (CM) Pivero stated that the project is holding close to the original schedule. They are hoping to have the driveway paved by November 18, 2017. The building should be weather tight by the second week in December, 2017.

There has been a change to the routing of power from the street to the new building. CM Pivero will be meeting with Unitil to work out how the new building will get power. Chairman Burrill asked if there was anything the Board could do to assist. CM Pivero stated that at this time there is no action needed by the Board. CM Pivero stated that the cost to bring the power to the building may increase.

Chairman Burrill asked what is the current status of the driveway? CM Pivero stated that it will not be paved but should be open to vehicle traffic. Chairman Burrill stated that the Town will be holding a Veterans Day Observance and would like to know if the driveway will be usable. CM Pivero stated that the driveway should be available for Friday's Veterans Day Observance.

**B. Police Department – Heating System**

Building Inspector Lemere stated that the heating system for the Police Department at 8 Merrimac Road has the following code violations:

1. The venting system for the oil-fired boiler is allowing rain water to enter the venting system. The system has not been maintained and will need to be replaced.
2. The rain water has also damaged the operating controls for this system. The controls will also need to be replaced.
3. The oil-fired boiler is located in a closet within the Sally Port. The oil-fired boiler will need to be relocated to a height of 18 inches from the ignition source to the floor.
4. The oil-fired boiler combustion air needs to be evaluated and corrected to allow for proper code compliant combustion.

Building Inspector Lemere is recommending the Town contact the Town's HVAC contractor to have the heating system evaluated and brought up to code. Building Inspector Lemere also recommends that the entire building be inspected due to lack of inspections not being done during remodeling of the building.

Chairman Burrill questioned if the funds are available from the Government Building budget. Town Administrator Wrigley stated that it would come from that fund.

Inspector Lemere requested that he be included on the evaluation of the heating system to ensure that the code violations are resolved. The Fire Department and Building Department will need to inspect the heating system per Town requirements.

Chairman Burrill asked if other Tradesmen will be needed. Building Inspector Lemere stated that the contractor should be able to complete the project.

The Board recommends to the Police Department not to use the Sally Port until the heating system has been raised at least 18" off the floor.

**C. 2018 Budget Review**

**a. Building Department**

The head of the Building Department Ron Lemere presented the proposed 2018 Building Safety budget. Building Inspector Lemere is recommending level funding.

**Selectman Doggett moved to include the 2018 Building Safety budget in the 2018 Town's draft budget. Seconded by Selectman Donovan for discussion.**

Chairman Burrill asked about the salary line item if it would be for the secretary? Building Inspector Lemere explained that the line item Administrator salary is for the Building Permit Clerk. The salary line item for Code-Enforcement will be for a Code Enforcement Officer. Building Inspector Lemere will be advertising the open position in January.

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

**b. Library**

Mrs. Kathy Meserve presented the 2018 proposed Library budget. Mrs. Meserve stated that most of 2018 increase requested would go towards salaries for employees. The Library Trustees would like to give employees a step increase in 2018.

**Selectman Doggett moved to include the 2018 Library budget in the 2018 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.**

**c. Elections, Registrations and Vital Statistics**

**Selectman Doggett moved to include 2018 proposed Elections, Registration and Vital Statistics budget in the 2018 Town's draft budget. Seconded for discussion by Selectman Gonyer.**

Chairman Burrill reviewed the proposed budget increases that were requested. The overall requested increase was \$6,000.00.

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

**d. Tax Collector**

**Selectman Doggett moved to include the 2018 Tax Collector budget in the 2018 Town's draft budget. Seconded by Selectman Donovan with a unanimous vote.**

**e. Emergency Management**

**Selectman Doggett moved to include the 2018 EMD budget in the 2018 Town's draft budget. Seconded by Selectman Donovan for discussion.**

Chairman Burrill asked why the State portion of the budget was zero. Town Administrator Wrigley stated that this portion is no longer needed because a revolving fund was setup. The money goes into the fund from the State and is used to pay for the meetings and trainings that are required. Next year this budget sheet will be removed.

**The motion passed with a unanimous vote**

**D. NPREA – release of funds for 2 New Boston Road**

**Selectman Doggett moved to release the remaining funds in the amount of \$1,904.08 from the NPREA account to Mr. Robert Lang per recommendation from the Planning Board. Seconded for discussion by Selectman Gonyer.**

Selectman Gonyer asked why the funds were being released. Selectman Doggett stated that Mr. Robert Lang has withdrawn his application.

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

**E. 2018 Health Trust insurance rate**

Town Administrator Wrigley stated that the health rate went down 6.2% and dental rate went up 2.3%. Short term disability rate was reduced by 7.6%.

**Selectman Doggett moved to authorize the Chairman to sign the 2018 Health Trust contract. Seconded by Selectman Gonyer with a unanimous vote.**

**F. Gillespie Groundwater Management Permit Renewal**

Town Administrator Wrigley stated that the contract for groundwater quality monitoring of area wells near the Transfer Station and the Groundwater Management permit need to be renewed. The estimated cost for 2018 is between \$10,000.00 - \$10,500.00. The funds will be part of the 2018 Transfer Station budget.

**Selectman Doggett moved to authorize the Chairman to sign the 2018 proposal for Groundwater Management Permit renewal and the annual Groundwater Quality monitoring contract with R.W. Gillespie & Associates, Inc. Seconded by Selectman Gonyer with a unanimous vote.**

**G. Residential Sticker – update**

Selectman Gonyer met with Town Clerk McCullough and Transfer Station DiFalco per the Board's request. Their recommendation is to place the residential sticker above the NH inspection sticker which is in the lower left-hand corner on the windshield.

**Selectman Doggett moved to amend the residential sticker policy to say “above the inspection sticker”. Seconded by Chairman Burrill with a unanimous vote.**

## **H. 2017 DRA Equalization Municipal Assessment Data Certificate**

Town Administrator Wrigley stated the State is waiting for the signed certificate before releasing the equalization report.

**Selectman Doggett moved to sign the 2017 DRA Equalization Municipal Assessment Data Certificate. Seconded by Selectman Gonyer with a unanimous vote.**

### **IV. Announcements**

Daisy Troop 51320 will be collecting care package items for our Troops beginning November 20 and ending on December 7, 2017. Residents can drop off their items at the Town Hall during normal business hours. The list of items needed can be found on the Town's web site or stop by the Town Hall.

Chairman Burrill read a thank you letter from Foundation Neyba-USA thanking the Town for the donation of surplus fire equipment that no longer meets US standards. The equipment will go to the Town of Neyba, Dominican Republic.

### **V. Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments**

#### **➤ Other**

Town Clerk—Warrant for unlicensed dogs

**Selectman Doggett moved to sign Town Clerk's warrant for 73 residents who have not licensed their dogs. Seconded by Selectman Gonyer with a unanimous vote.**

#### **➤ Manifests**

**Selectman Doggett moved to sign vendor manifest dated November 7, 2017 in the amount of \$63,582.90. Seconded by Selectman Donovan with a unanimous vote.**

**Selectman Doggett moved to sign vendor manifest for New Fire/Rescue Station dated November 7, 2017 in the amount of \$9,406.00. Seconded by Selectman Gonyer with a unanimous vote.**

#### **➤ Veterans Tax Credit**

**Selectman Doggett moved to sign Veterans Tax Credit for map 10-10-15 effective tax year 2017. Seconded by Selectman Donovan with a unanimous vote.**

#### **➤ Requisitions**

**Selectman Doggett moved to sign requisition # 2544 in the amount of \$1,400.00 for the Senior Holiday Lunch at the Roma Restaurant in Haverhill, MA, December 6, 2017. Seconded by Selectman Gonyer with a unanimous vote.**

Chairman Burrill announced that there will be a Veterans Day Observance being held at 8 Merrimac Road, November 10 beginning at 11:00am.

Chairman Burrill announced that the Town is collecting left over Halloween candy for Treats for Troops. Candy can be dropped off at the Town Hall during normal business hours.

Town Administrator stated that there is a possibility that the numbers from DRA used to set the tax rate may be available Thursday, November 9, 2017. She would like the Board to review the numbers and set the tax rate if available sometime on Thursday. She will inform the Board Wednesday, November 8, 2017 if the numbers are received.

Selectman Donovan announced that the Selectmen, Assessor and Town Administrator's offices will be closed on Wednesday, November 15, 2017 so employees can attend training session in Manchester, NH.

VI. Adjourn

**Selectman Doggett moved to adjourn at 7:57pm. Seconded by Selectman Gonyer with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary