



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, December 19, 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, Selectmen Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., Lawrence B. Foote, 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.

**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 Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – aye.

Selectman Gonyer moved to close the non-public at 6:30pm. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – 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 except to announce the hiring of Kimberly Lowther as the Bookkeeper / Payroll Assistant with an annual stipend of \$2,500.00, effective 01/02/2018. Seconded by Selectman Gonyer with a unanimous vote.

II. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated December 5, 2017
Selectman Doggett moved to accept the non-public and public meeting minutes dated December 5, 2017 as written. Seconded by Selectman Foote with a unanimous vote.**

III. Scheduled Business

A. New Fire/Rescue Station

a. Project update

Selectman Donovan reported to the Board that the roof has been installed. The replacement panels for the siding have been delivered.

b. Sign for Safety Complex

Selectman Foote would like the Board to decide on a name for 8 Merrimac Road. Chief Alcadinho addressed the Board with the following suggestion: Town of Newton Public Safety Complex. Chairman Burrill polled the Board and all members were in agreement.

c. Ownership of propane tanks

Secretary Morin stated that Palmer Gas and Oil needs an authorized signature on the letter of ownership of the 2 propane tanks for the new Fire Station.

Selectman Doggett moved to authorize the Chairman to sign the letter of ownership for 2 propane tanks installed at 8 Merrimac Road. Seconded by Selectman Foote with a unanimous vote.

B. 2018 Town Assessor Contract

Town Administrator Wrigley stated that the contract was sent to DRA for review. DRA requested a few minor changes and additions which were made to the contract. Town Administrator Wrigley has reviewed the contract and stated that compensation is the same as 2017.

Selectman Gonyer moved to enter into a contract with the Town Assessor for 2018. Seconded by Selectman Foote with a unanimous vote.

C. Encumbrances

a. Fire Department

Chief Alcadinho addressed the Board. The Fire Department would like to encumber funds to purchase a gear extractor (washer). If more funds are available, the Fire Department would also like to encumber funds to purchase a dryer. Chief Alcadinho is confident that there are enough funds for the gear extractor. Chairman Burrill asked where the existing funds would come from. Town Administrator Wrigley informed the Board that as long as the bottom line is not over the Department's budget, the funds can be encumbered. Chairman Burrill expressed concern that we are following budgetary guidelines.

Selectman Doggett moved to encumber \$13,274.00, provided the funds are available, for the Fire Department to purchase the gear extractor and dryer. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to sign requisition #2519 in the amount of \$13,274.00 for the Fire Department to purchase a gear extractor and dryer. Seconded by Selectman Gonyer with a unanimous vote.

D. 2018 Budget Review

a. Police Department

Chief Jewett reviewed the 2018 Police Department budget. Chief Jewett stated the budget was increased by 1.09%. The increases were for contractual agreements for continuing education and for travel expenses.

Selectman Gonyer asked why equipment purchases went up. Chief Jewett stated the increase was to pay for the lease agreement for the Tasers. The equipment line item will be used to purchase ballistic vests for officers that still need updating. Other items such as traffic cones and other equipment needed.

Selectman Foote asked when the copier contract expires. Chief Jewett stated the contract is for 3 years.

Selectman Doggett asked about computer line item. Chief Jewett stated that a new laptop was purchased for a cruiser which may not be reflected in expenditures. Chief Jewett stated that they will be upgrading more laptops in 2018. Some of the laptops are still running Windows XP which is no longer supported. Selectman Doggett asked if the Police Department is working with the Town's IT. Chairman Burrill stated that the Police Department utilizes the Sanborn Regional School District for IT services.

Selectman Gonyer asked about facilities line item as no funds were budgeted in 2017 yet funds were expended. Chief Jewett explained the funds were used to repair the lights outside the Police station and Sally Port. Town Administrator Wrigley stated that the funds should have come from the General Government Building budget. Upon further review, Town Administrator Wrigley will ask the Bookkeeper what the funds were spent on. Chief Jewett will look into this from his end as well.

Selectman Gonyer asked about other expenses line item as no funds were budgeted in 2017 yet funds were expended. Chief Jewett will look into what this line item was for.

Selectman Donovan asked about IT consult & support line item. Chief Jewett explained that is an annual payment to Information Management System Company to maintain the software the Police Department uses.

Selectman Gonyer asked about travel line item. Chief Jewett will be traveling to a Police Conference being held in Florida.

Selectman Foote asked about vehicle lease line item if it was for 2 vehicles. Chief Jewett stated that was for one vehicle.

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

E. Encumbrances – continued

b. Police Department Radios

Chief Jewett addressed the Board requesting to encumber funds for new Police radios. Motorola has offered the radios at 50% off which includes free installation. To purchase the radios the cost is \$20,851.00. There is an option to lease the radios for 4 years with a yearly payment of \$5,995.78. Chief Jewett stated there is enough funds in the budget to purchase the radios.

Selectman Gonyer asked if the lease agreement had an escape clause. Chief Jewett confirmed that the lease agreement does have an escape clause.

Selectman Foote moved to encumber \$20,851.00, provided the funds are available, for the Police Department to purchase the radios. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Donovan moved to encumber \$5,995.78 for the first lease payment should funds not be available to purchase the radios. Seconded by Selectman Foote with unanimous vote.

Chairman Burrill announced Chief Jewett has signed a 3-year contract with the Town.

Selectman Doggett moved to ratify a 3-year contract with a start date of December 20, 2017 and end date of December 20, 2020 with Police Chief Jewett and agree to the articles stipulated therein. Seconded by Selectman Gonyer with a unanimous vote.

F. Request for Carryover unused PTO

Chief Jewett requested to allow 2 full time employees to carryover unused PTO. One employee is over 80 hours whereas the other employee is under 80 hours. One Officer was unable to use PTO because he was attending the Police Academy for training and FTO program. The other Officer was unable to use his PTO due to lack of staffing.

Selectman Foote moved to allow Aaron Mounsey to carryover 50.5 hours of unused PTO. Seconded by Selectman Gonyer with a unanimous vote.

Chief Jewett asked that he be allowed to carryover 140 unused PTO.

Selectman Gonyer moved to allow Chief Michael Jewett to carryover 140 hours of unused PTO. Seconded by Selectman Donovan with a unanimous vote.

G. 2018 Budget Review -- continued

a. Town Assessor

Town Administrator Wrigley presented the 2018 Assessing budget.

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

H. 2018 Landscape Contract – Town Properties and Newton Safety Complex

Selectman Doggett reported that the difference between 2017 and the new 2018 landscape contracts was due to the Contractor not charging the Town for a service.

Selectman Doggett moved to authorize the Chairman to sign the 3-year contract, 2018-2020, with Granite Coast Landscape in the amount of \$31,740.00. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to authorize the Chairman to sign the 1-year contract, 2018, with Granite Coast Landscape in the amount of \$4,700.00. Seconded by Selectman Gonyer with a unanimous vote.

Secretary Morin explained that the contract is just for the existing area at the Safety Complex. The area that is currently under construction is not part of the contract. That area will be done on a as needed basis.

Selectman Gonyer requested Secretary Morin ask why the cost for the non-contracted area is \$150.00 per service whereas the contracted area is \$100.00. Secretary Morin will ask the Contractor.

I. 2018 Budget Review -- continued

a. General Government Buildings

Town Administrator Wrigley presented the 2018 General Government Buildings budget. The largest increase was the landscaping line item. Chemical toilets used at the Transfer Station was removed from the SWDA budget and placed in the General Government Buildings budget. The fuel line items were adjusted to reduce the oil line item budget and increase the propane line item budget. Salary line item was increased to account for increases in payroll. The total increase in the budget for 2018 is \$22,340.00.

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

b. Other General Government

Town Administrator presented the proposed 2018 Insurance budget. The 2018 Insurance budget is for Primex insurances which have gone down. The 2018 Personnel Administration budget is down as well.

Selectman Doggett moved to include the 2018 Other General Government budgets in the 2018 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.

c. Financial Administration

Town Administrator Wrigley presented the 2018 Financial Administration budget. The increase was due to salary increases and hiring of a part-time bookkeeper.

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

J. Encumbrances – continued

a. 2 Amesbury Road – roof repair

Town Administrator Wrigley addressed the Board about repairing the roof at 2 Amesbury Road. She is currently recommending to not repair the roof at this time because the quotes are over the bid policy. Selectman Gonyer agreed that it is not an emergency and would rather see the job go out to bid.

b. Heating System – Police Station

Town Administrator Wrigley addressed the Board and stated that the Town received 2 quotes to replace the heating system at the Police station. Building Inspector Lemere recommended David's Heating and Cooling.

Selectman Gonyer moved to encumber \$8,345.00 for the purchase and installation of a heating system for the Police station by David Heating and Cooling. Seconded by Selectman Foote with a unanimous vote.

c. KV Partners

Selectman Doggett moved to encumber \$11,700.00 to be paid for the ongoing services of KV Partners in preparation of the MS4 Stormwater. Seconded by Selectman Gonyer with a unanimous vote.

d. Pest-End Exterminators

Town Administrator Wrigley stated that the custom chimney cap for the Marshall House has arrived but has not been installed to due inclement weather.

Selectman Foote moved to encumber \$300.00 for a custom chimney cap for the Marshall House to be installed by Pest-End Exterminators. Seconded by Selectman Doggett with a unanimous vote.

e. Battye Construction

Mr. St. Cyr addressed the Board concerning the siding on the beach shed. The work is being done this week and an invoice should be available for the last vendor manifest. Selectman Gonyer suggested to encumber the funds in case the work is not completed.

Selectman Foote moved to encumber \$885.00 to have the shed at the Town beach re-sided by Battye Construction. Seconded by Selectman Gonyer with a unanimous vote.

f. Jason Paradise

Town Administrator Wrigley stated that the Bookkeeper is still waiting for the completed contract prior to paying Jason Paradise for DJ services at Trunk or Treat.

Selectman Foote moved to encumber \$150.00 to Jason Paradise for DJ services at Trunk or Treat which was held in October 2017. Seconded by Selectman Donovan with a unanimous vote.

K. Recreation – Requisitions

Selectman Doggett moved to rescind requisition #2877 in the amount of \$2,959.00 for the Recreation Commission. Seconded by Selectman Donovan with a unanimous vote

Selectman Doggett moved to sign requisition #2879 in the amount of \$5,918.00 to replace a portion of the fencing at the Town Beach. Seconded by Selectman Gonyer with a unanimous vote.

The increase in cost is to cover the entire job and not the 2/3ths originally requested under requisition #2877.

L. Chief Jewett

Chief Jewett addressed the Board to clarify the line item "other" is his petty cash which is used for tolls and other various items. The facility line item is used Pest-End services. Selectman Gonyer stated that should be under General Government Buildings and Petty cash should be billed against a specific budget line item. Chief Jewett will verify that both items are not being reported twice.

M. Bids for printing Town Report

Town Administrator is requesting the Board approve having 500 copies made. We received 2 quotes from RAM Printing Company and Select Print Solutions.

Selectman Gonyer moved to print 500 Town reports for a cost not to exceed \$1,785.00. Seconded by Selectman Doggett with a unanimous vote.

N. Transfer Station Holiday hours

Selectman Foote stated that the Transfer Station Employees have requested to close the station at 2:00pm on December 24 and 31, 2017. Selectman Doggett stated that Christmas Eve and New Year's Eve is not 2:00pm. Selectman Gonyer stated that other Town offices have closed earlier. The employees will not be paid but will can take PTO if they so choose. Selectman Doggett is concerned that there is not enough time to notify residents of the early closing.

Selectman Foote moved to close the Transfer Station on December 24, 2017 at 2:00pm. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – nay.

O. Request to carryover unused PTO

Secretary Morin is requesting to carryover unused PTO as this is her first year of employment.

Selectman Doggett moved to allow Diane Morin to carryover 60 hours of unused PTO. Seconded by Selectman Gonyer with a unanimous vote.

P. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$25.00 from Charlotte E. Sentner to the Newton Food Pantry
Selectman Doggett moved per RSA31:95-b to accept and expend unanticipated funds in the amount of \$25.00 from Charlotte E. Senter to the Newton Food Pantry. Seconded by Selectman Foote with a unanimous vote.

Q. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$100.00 from James A. Marino to the Newton Food Pantry
Selectman Doggett moved per RSA31:95-b to accept and expend unanticipated funds in the amount of \$100.00 from James A. Marino to the Newton Food Pantry. Seconded by Selectman Gonyer with a unanimous vote.

R. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$800.00 from anonymous donors to the Newton Food Pantry
Selectman Doggett moved per RSA31:95-b to accept and expend unanticipated funds in the amount of \$800.00 from anonymous donors to the Newton Food Pantry. Seconded by Selectman Gonyer with a unanimous vote.

S. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$425.00 from the First Congregational Church of Kingston to the Newton Food Pantry
Selectman Doggett moved per RSA31:95-b to accept and expend unanticipated funds in the amount of \$425.00 from the First Congregational Church of Kingston to the Newton Food Pantry. Seconded by Selectman Gonyer with a unanimous vote.

T. Sign 2018 Snow Plow Policy and approval of Independent Contractor agreement effective date of December 5, 2017

U. Sign amended Personnel Policy effective date of December 19, 2017
Selectman Gonyer reviewed the changes made to full-time PTO from days to hours.

Chairman Burrill stated that he would prefer to have the time to review the changes prior to the meeting. Selectman Gonyer explained that the only change is the conversion of PTO from days to hours.

Selectman Doggett moved to sign the amended Personnel Policy effective December 19, 2017. Seconded by Selectman Gonyer. Burrill – any, Gonyer – aye, Donovan – abstain, Foote – aye, Doggett – aye.

IV. Announcements

A. Employee pay increases

Chairman Burrill announced the following pay increases. Effective November 26, 2017 the following employees have received a pay increase: Cheryl Saunders Deputy Town Clerk/Tax Collector from Grade XIV Step 10 to Grade XV Step 10; Fire Chief John Alcaidinho a 5% increase; Aaron Mounsey for successfully completing the full time Police Academy from Grade XX Step 7 to Grade XX Step 8; Barbara White Building Permit Clerk from Grade VI Step 7 to Grade VI Step 8

Chairman Burrill announced that the Red Cross will be holding a Blood Drive on January 3, 2018 from 2:00pm-7:00pm at the Town Hall.

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

➤ Manifest

Selectman Foote moved to sign vendor manifest for dated December 19, 2017 in the amount of \$1,117,029.77 of which \$1,000,000.00 goes towards the balance for the December School payment. Seconded by Selectman Donovan with a unanimous vote.

Selectman Foote moved to sign vendor manifest for New Fire/Rescue Station dated December 19, 2017 in the amount of \$8,433.60. Seconded by Selectman Doggett with a unanimous vote.

Selectman Foote moved to sign payroll manifest for pay period 11/26/2017 – 12/09/2017 with a pay date of 12/14/2017. Seconded by Selectman Donovan with a unanimous vote.

➤ Veteran's Tax Credit

Selectman Foote moved to sign Veteran's Tax Credit for map 5-4-9-2 effective tax year 2018. Seconded by Selectman Donovan with a unanimous vote.

VI. Adjourn

Selectman Gonyer moved to adjourn at 8:27pm. Seconded by Selectman Doggett with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary