



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

DATE: TUESDAY, February 20, 2018

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 non-public session minutes were transcribed and typed by Nancy J. Wrigley. The public meeting was audio and video taped; the public meeting minutes were transcribed and typed by Diane M. Morin.

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

Selectman Doggett moved to close the non-public at 7:37pm. Seconded by Selectman Gonyer 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. Seconded by Selectman Gonyer with a unanimous vote.

II. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated February 6, 2018
Selectman Doggett moved to accept the non-public and public minutes dated February 6, 2018 as written. Seconded by Selectman Foote with a unanimous vote.**

III. Scheduled Business

- A. New Fire/Rescue Station -- Tabled**
- B. Road Agent -- Tabled**

C. Police – FTO Compensation -- Tabled

D. Police – Records Storage -- Tabled

E. Update -- Spending freeze

Chairman Burrill explained that the Board had placed a \$500.00 spending limit on all departments until the beginning of 2018. If a department needed to expend more than \$500.00, they would need to get approval from the Chairman.

Selectman Doggett stated that the proposed budget is lower than the default budget and that the spending freeze should be lifted.

Selectman Doggett moved to rescind the \$500.00 spending cap on all departments. Seconded by Selectman Donovan with a unanimous vote.

F. Transfer Station -- Port-a-Potty lease

Selectman Gonyer stated that the Transfer Station is leasing a Port-a-Potty at a cost of \$95.00 per month because the incinerator toilet is broken. Selectman Gonyer stated it would be more cost effective to have the toilet fixed or replaced than to expend the cost for a portable toilet. Selectman Gonyer stated that an estimate for a new incinerator toilet is \$2,200.00. The cost of a new toilet would pay for itself within 2 years.

Secretary Morin will work with Transfer Station Manager DiFalco on getting a quote for a repair of the incinerator toilet.

Chairman Burrill moved to repair the incinerator toilet at a cost not to exceed \$300.00. Seconded by Selectman Doggett with a unanimous vote.

Selectman Doggett stated that he researched installing a holding tank but found it to be not feasible due to the way the landfill was capped.

G. Stewardship Committee – Secretary

Chairman Burrill stated that the Stewardship Committee meets twice a year and they are requesting a Secretary to assist them with their meetings. Chairman Burrill stated that possibly a current Secretary from another Board or Commission would like the position of Stewardship Committee Secretary. Town Administrator Wrigley will ask the other Secretaries to see if anyone is interested.

Chairman Burrill polled the Board to see if the members were in agreement with allowing a current Secretary to work for the Stewardship Committee. All members agreed.

Selectman Gonyer asked which budget would the Secretary be paid out of? Town Administrator Wrigley stated that the funds would come from the Executive budget.

Town Administrator Wrigley will ask Mrs. Gail LeBlanc and Mrs. Barbara White if they are interested in the position.

H. March 13 -- Selectmen coverage for Town elections

Chairman Burrill stated that there needs to be a quorum of Selectmen present for the Town Meeting on March 13, 2018. Selectman Foote will be available from 8:00am – 4:30pm. Selectman Donovan will be available from 8:00am – 8:15pm. Selectman Doggett will be available from 8:00am until no longer needed. Selectman Doggett will be acting Chairman. Chairman Burrill and Selectman Gonyer will be available to sign off as well.

I. Cable Station Manager -- Update job description

Secretary Morin stated that the Cable Committee is recommending that the Graphics Designer and Station Manager jobs be re-combined. Originally, both positions were done by the Station Manager and when Mr. DePanfilis became a Cable Operator, the Cable Committee realized his talents were best utilized designing and uploading slides.

Selectman Gonyer stated that she would prefer to keep the positions separate in case the current Station Manager should leave the position.

Selectman Foote moved to combine the Station Manager and Graphics Designer into one position. Seconded by Selectman Doggett. Burrill – aye, Gonyer – nay, Donovan – aye, Foote – aye, Doggett -- aye

J. Review -- Groundwater Management Permit renewal application

Selectman Doggett moved to authorize Chairman Burrill to sign the Groundwater Management Permit renewal application. Seconded by Selectman Gonyer with a unanimous vote.

K. Tax Collector -- Lien Process contract

Selectman Gonyer stated that contract hires Sanders Searches, LLC to research properties for delinquent taxes.

Selectman Doggett moved to sign the lien process contract with Sanders Searches, LLC. Seconded by Selectman Donovan with a unanimous vote.

L. MS4 Technical Assistance Grant

Selectman Doggett stated the Federal Government has finalized the requirements for the MS4. Rockingham Planning Commission is offering a 50/50 grant to provide technical assistance in filling out the application.

Selectman Doggett moved to authorize Chairman Burrill sign the MS4 Technical Assistant Grant application. Seconded by Selectman Donovan with a unanimous vote.

IV. Announcements

Chairman Burrill announced the following:

The Cable Committee will be holding a Candidate's Night on February 26, 2018 beginning at 7:00pm for all residents of Newton, NH. Both Town and School Candidates are invited to attend.

On March 3, 2018 the Supervisors of the Checklist will be at the Town Hall between 11:00am – 11:30am for corrections to the Checklist.

March 13, 2018 the polls will be opened from 8:00am – 8:00pm. Voting will take place at the Town Hall.

Town Administrator announced that the 2017 Town Report will be available by March 5, 2018.

V. Sign Manifests and Tax Credits

Selectman Donovan moved to sign vendor manifest dated February 20, 2018 in the amount of \$840,603.59 of that \$800,000.00 went towards the Sanborn Regional School District March 2018 school payment. Seconded by Selectman Doggett with a unanimous vote.

Selectman Donovan moved to sign payroll manifest for pay period 02/04/2018 – 02/17/2018 with a pay date of 02/22/2018. Seconded by Selectman Foote with a unanimous vote.

➤ Veteran's Tax Credit

Selectman Donovan moved to sign denial of Veteran's Tax Credit for map 13-3-11-11 due to insufficient length of service. Seconded by Selectman Foote with a unanimous vote.

VI. Adjourn

Selectman Doggett moved to adjourn at 8:11pm. Seconded by Selectman Donovan with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary