



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

DATE: TUESDAY, January 2, 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 6:02pm. 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 session and public meeting was audio taped. The non-public session minutes were transcribed and typed by Nancy J. Wrigley. The public meeting 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 6:02pm 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 Doggett moved to close the non-public at 6:17pm. Seconded by Selectman Foote 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 Foote with a unanimous vote.

II. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated December 19, 2017
Selectman Doggett moved to accept the non-public and public meeting minutes dated December 19, 2017 as written. Seconded by Selectman Foote with a unanimous vote.**

Selectmen's non-public and public meeting minutes dated December 28, 2017
Selectman Doggett moved to accept the non-public and public meeting minutes dated December 28, 2017 as written. Seconded by Selectman Foote with a unanimous vote.

III. Scheduled Business

A. New Fire/Rescue Station

a. Project update

Construction is still ongoing despite the frigid cold weather.

B. 2018 Town Budget Review

Bookkeeper Hughes reviewed the proposed 2018 Town Operating Budget with the Board. The proposed operating budget has an increase of \$62,184.00 over the 2017 operating budget. The 2018 default budget was not ready for review.

Bookkeeper Hughes stated she spoke with Road Agent Pivero about his 2017 budget being over spent due to the late storms in December of 2017. There are enough funds available in the Town's 2017 budget to cover the overage.

Town Administrator Wrigley stated that some department budgets may have over appropriated funds for 2018. As an example, she reviewed the 2018 Solid Waste Disposal budget and stated that the hauling line item could be reduced because there is a proposed 2018 warrant article to withdraw \$60,000.00 from the Transfer Station/Recycle Special Revenue Fund to offset the hauling fees. Town Administrator Wrigley stated that some of the containers may not be filled to capacity prior to being hauled. The Town pays each time a container is hauled and not by tonnage. Bookkeeper Hughes will create a report that shows hauling expenses. Town Administrator and Selectman Gonyer will meet with Transfer Station Manager DiFalco to work on reducing hauling expenses.

Bookkeeper Hughes stated there are other budgets with salary line items that should be increased due to pay increases. As an example, the Police Department Chief's salary line item would need to be increased to reflect the contract signed with Chief Jewett and the Town. The Highway Department salary line item is another one that should be increased. Upon further discussion, Bookkeeper Hughes and Town Administrator Wrigley will meet with the department heads from the Transfer Station, Fire Department, Police Department and Highway Department to adjust the proposed 2018 department budgets.

Bookkeeper Hughes asked the Board to define what type of facility expenses should come from the General Government Buildings budget or from the Department budgets. There are some department budgets that have an unfunded facility line item with actual expenditures. Upon further discussion, the Board agreed that funds should be appropriated to budget line items such as facility and other expenses. The departments will need to adjust their proposed budgets to properly appropriate funds for zero-dollar line items.

Bookkeeper Hughes asked the Board if they wanted a notation in the Town Report to explain the allocation of Police Department encumbered funds for the purchase of the new radios. Bookkeeper Hughes said that she would include the budget line item names from which the funds were available from.

Town Administrator and Bookkeeper Hughes will meet with the Fire, Police, Highway and Transfer Station Department Heads to review their 2018 budgets prior to the next Board of Selectmen meeting on January 9, 2018. At the next Board meeting, the Board will be reviewing the 2018 Town Default budget and asked that the above department heads be present should the Board have further questions about their proposed 2018 budgets.

C. 2018 Warrant Articles

Town Administrator Wrigley reviewed the 2018 Warrant Articles with the Board.

Bookkeeper Hughes stated Warrant Article 3 is needed because a revolving fund is used for revenues from the Town. Where as a special revenue fund is used when the funds are received from the State of New Hampshire.

The Board requested a warrant article be added to allow the Selectmen to sell 2 Amesbury Road.

A Public Hearing will need to be held on January 15, 2018 for Article 14, which deals with allowing the operation of Keno Games in the Town.

Article 16, which was submitted by Chief Alcainho, will allow the Fire Department to inspect properties for life saving devices such as smoke detectors. The Board members expressed concern that there may not be a way to enforce the rule. The Board recommends Selectman Foote speak with Chief Alcainho about the Board's concerns.

On a petition of 25 or more legal voters, Article 17, would allow only tax paying residents of Newton NH be given a voucher to dispose of bulk items. The Board is recommending the author re-think the wording of who receives the voucher. The petition article needs to have the amount of increase to taxes as well.

Selectman Gonyer will be submitting a warrant article about commercial trash haulers using the Transfer Station for Newton residential trash.

Town Administrator Wrigley will send 2018 Warrant Articles to Town Counsel and NHMA for review.

D. 2018 Holiday Schedule

The Board reviewed the 2018 Holiday Schedule closing of Town Hall and Transfer Station. Normal hours will be observed except for certain Holidays.

E. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$200.00 from Paul and Carol Szot to the Newton Food Pantry
Selectman Foote moved to accept and expend unanticipated funds in the amount of \$200.00 from Paul and Carol Szot to the Newton Food Pantry. Seconded by Selectman Doggett with a unanimous vote.

F. Prepayment of property taxes
Town Clerk / Tax Collector Mary Jo McCullough submitted a letter to the Board of Selectmen requesting their approval to accept prepayments.

Selectman Gonyer stated that prepayment of property taxes should go before the voters as a 2018 warrant article. Selectman Doggett will compose the warrant article and send to Town Administrator Wrigley who will send to Town Counsel.

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

Selectman Gonyer read a letter of resignation from Tom DiFalco, Transfer Station Manager.

Selectman Gonyer moved to accept the letter of resignation from Tom DiFalco as Transfer Station Manager with regret, effective March 10, 2018. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to authorize Secretary Morin to post for the part-time position of Transfer Station Manager as soon as possible. Seconded by Selectman Foote with a unanimous vote.

➤ Correspondences

Selectman Doggett moved to sign thank you letters to RAM Printing and Select Print Solutions for their bids to print the 2017 Town Report. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to sign appointment for Chief Jewett. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to sign letters concerning Town's Right of Way. Seconded by Selectman Foote with a unanimous vote.

➤ Manifest

Selectman Foote moved to sign vendor manifest dated December 26, 2017 in the amount of \$39,528.76. Seconded by Selectman Doggett with a unanimous vote.

Selectman Foote moved to sign vendor manifest for New Fire/Rescue Station dated December 26, 2017 in the amount of \$127,790.97. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign vendor manifest dated January 2, 2018 in the amount of \$1,099,567.60 of that \$1,000,000.00 goes towards the January School payment and \$38,039.87 towards the interest payment for the New Fire Station Bond. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign payroll manifest for pay period 12/10/2017 – 12/23/2017 with a pay date of 12/28/2017. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Foote moved to sign welfare voucher dated 01/02/2018 in the amount of \$374.85. Seconded by Selectman Gonyer with a unanimous vote.

➤ Requisitions

Selectman Foote moved to sign requisition #201801 in the amount of \$69.99 for the Cable Committee to replace the GPU board in the Tricaster. Seconded by Selectman Doggett with a unanimous vote.

V. Adjourn

Selectman Doggett moved to adjourn at 8:57pm. Seconded by Selectman Foote with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary