



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, OCTOBER 29, 2019  
TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Gonyer called the meeting to order at 6:05pm. In attendance were Selectmen, Lisa L. Gonyer; Chairman, James L. Doggett; Vice-Chairman, Lawrence B. Foote, Matthew A. Burrill, Kathryn Michaels, Town Administrator Nancy J. Wrigley and Selectmen's Secretary Diane M. Morin. 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 Secretary Morin. A portion of the non-public session minutes were transcribed and typed by Town Administrator Wrigley.

**Nonpublic Session under RSA 91-A:3 II (a) – Compensation (c) – Reputation**

**Selectman Doggett moved to go into non-public session at 6:05pm under RSA 91-A: 3 II (a) – Compensation Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to close the non-public session at 6:45pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to go into non-public session at 6:47pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to close the non-public session at 7:04pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.**

Chairman Gonyer left the meeting at 7:05pm.

**Selectman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) – Compensation and (c) – Reputation 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.**

A moment of silence was observed in the memory of Firefighter Michael Giordano.

II. Scheduled Business

**A. 2020 Budget Review**

**a. Library**

Trustee Kathy Meserve addressed the Board and explained that the increase in the Gale Library budget is to cover salary increases for employees. Mrs. Meserve stated that the employees are now on the new salary matrix.

Selectman Burrill asked if all employees have had their annual evaluation. Mrs. Meserve stated that library employee evaluations have been completed.

Selectman Burrill asked why the maintenance repairs line item was increased. Mrs. Meserve stated that the dehumidifier in the basement needs to be replaced. There are some windows that need to be repaired. Selectman Doggett asked Town Administrator (TA) Wrigley if the windows should come from General Building budget. TA Wrigley stated that it could.

**Selectman Burrill moved to include the 2020 Gale Library budget into the 2020 Town's draft budget. Seconded by Selectman Foote for discussion.**

Mrs. Meserve stated that at the end of the fiscal year she hands in the total year to date expenses to TA Wrigley which is entered into the Town report. TA Wrigley stated that the unused funds will not go to the Library but back to the General Fund. This information was conveyed to her while attending a workshop held by New Hampshire Municipal Association at which the Department of Revenue Administration was present. She is still researching this. Mrs. Meserve disagrees with this and would like to discuss this issue further at a later time.

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

**b. Cable Committee**

Secretary Morin reviewed the proposed 2020 Cable budget. She stated that the budget was decreased by \$500.00. Subscriptions for software and Dropbox will come from the Cable Revolving Fund.

**Selectman Foote moved to include the 2020 Cable budget into the 2020 Town's draft budget. Seconded by Selectman Michaels with a unanimous vote.**

**c. Cemetery Trustees**

The Board reviewed the proposed 2020 Cemetery Trustees budget.

**Selectman Foote moved to include the 2020 Cemetery Trustees budget into the 2020 Town's draft budget. Seconded by Selectman Michaels with a unanimous vote.**

**d. EMD**

Selectman Foote reviewed the EMD budget. He stated the budget has decreased by \$500.00. Fuel, repair and other expenses line items were removed or reduced.

Selectman Burrill asked how many cell phones does the EMD have. Selectman Foote explained that the EMD department has 2 cell phones, one is used by Selectman Doggett and the other by him.

**Selectman Burrill moved to include the 2020 EMD budget into the 2020 Town's draft budget. Seconded by Selectman Michaels with a unanimous vote.**

**e. Forest Fire**

The Board reviewed the Forest Fire budget. The proposed budget is level funded.

**Selectman Burrill moved to include the 2020 Forest Fire budget into the 2020 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**f. General Assistance (Welfare)**

The Board reviewed the General Assistance budget.

Selectman Burrill noted that no funds have been expended from the fuel line item. Selectman Doggett stated that in previous years, the Board has provided fuel assistance to residents in need. Selectman Burrill would like to see the data to support the need for some of the line items that have not been expended. The Board further discussed options of combining some line items into a single line item. The Board discussed having a warrant article to establish a fund that could be used for fuel, rental or other assistance.

Selectman Burrill asked if the Board zeroed the fuel line item what options are available should funds be needed. TA Wrigley stated that there would not be any option to take funds from the General Fund. Selectman Burrill asked if there was a reserve fund in the budget, could that be used. TA Wrigley stated that the Board could create a contingency fund for all departments to pull from but that would need to be established via a warrant article. Secretary Morin stated that Selectman Burrill is asking if a line item could be placed in the General Government budget that would be used to fund fuel assistance as an example. The Board requested that TA Wrigley research if this is a possibility.

**Selectman Burrill moved to include the 2020 General Assistant budget into the 2020 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**g. Health Officer**

TA Wrigley stated that the Health Officer does not have a budget and has been expending his own funds to purchase office supplies and other expenses.

**Selectman Burrill moved to include the 2020 Health Officer budget into the 2020 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**h. Other General Government**

TA Wrigley reviewed the Other General Government budget. She explained that the Personnel Administration budget will be completed once the departments have finalized their budgets.

**Selectman Burrill moved to include the 2020 Other General Government budget into the 2020 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**i. Planning Board**

Selectman Doggett reviewed the Planning Board budget. The proposed budget is \$890.00 less than the 2019 budget. The Master Plan review will begin in 2020.

Selectman Burrill would like to see one legal line item in the budget that all departments can draw from. Selectman Doggett stated that this was done in the past and the Board of Selectmen rejected a department's request to use the fund for legal purposes. The funds had to come from their budget which defeated the purpose of the budget item.

**Selectman Foote moved to include the 2020 Planning Board budget into the 2020 Town's draft budget. Seconded by Selectman Michaels with a unanimous vote.**

**j. Recreation**

Selectman Burrill reviewed the Recreation Commission budget.

Selectman Foote asked what the repair item is for. Selectman Burrill stated that it is for the raft and other items at the beach.

Selectman Doggett asked about the year to date expenditures of the special programs line item. Selectman Burrill stated that not all of the bills from Olde Home Day have been processed.

TA Wrigley stated that the beach sand was not delivered, and the Town received a refund.

**Selectman Michaels moved to include the 2020 Recreation budget into the 2020 Town's draft budget. Seconded by Selectman Foote with a unanimous vote.**

**k. Board of Appeals**

The Board reviewed the Board of Appeals budget. The proposed budget is level funded.

**Selectman Foote moved to include the 2020 Board of Appeals budget into the 2020 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.**

**B. Permit request from Troop 91 to collect food for Newton Food Pantry**

Secretary Morin stated that the Boy Scouts would like to collect nonperishable food for the Food Pantry. They will be placing door hangers on November 2 and 3, 2019 explaining what the Scouts are collecting. They will then collect the food on November 9, 2019.

**Selectman Foote moved to authorize Selectman Doggett, Vice Chairman, to sign the permit to allow the Boy Scouts to hang placards and collect food. Seconded by Selectman Michaels with a unanimous vote.**

**III. Announcements**

Selectman Doggett announced that the Town will be holding a Household Hazardous Waste Day on November 2, 2019 from 9am-12pm or until the funds are expended.

Selectman Burrill announced that the Town will be honoring all Veterans by holding a pancake breakfast and ceremony on November 11, 2019 at the Memorial School. Breakfast will be served at 10:00am followed by a ceremony at 11:11am. A ticket is required to attend and can be picked up at the Town Hall during normal business hours until November 7, 2019. Tickets are free for Veterans and \$2.00 for non-veterans.

IV. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated October 15, 2019**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated October 15, 2019 as written. Seconded by Selectman Foote with a unanimous vote.**

V. Other Business

TA Wrigley stated that the proposed 2019 tax rate has been calculated and is looking for the Boards approval to send it to DRA for certification.

**Selectman Doggett moved to adopt the 2019 tax rate as presented this evening by TA Wrigley for sending to the DRA for certification. Seconded by Selectman Burrill with a unanimous vote.**

Selectman Burrill asked the Board to discuss if the Town should postpone Trick or Treat to Saturday. A lively discussion took place.

**Selectman Foote moved to postpone Trick or Treat to November 2, 2019. Seconded by Selectman Burrill. No vote was taken.**

VI. Sign Manifests

➤ Manifest

**Selectman Burrill moved to sign vendor manifest dated October 29, 2019 in the amount of \$1,115,224.96 of which \$1,084,000.00 goes towards the November Sanborn Regional School District. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Foote moved to sign payroll manifest for pay period October 13-26, 2019 with a pay date of October 31, 2019. Seconded by Selectman Michaels with a unanimous vote.**

VII. Adjourn

**Selectman Doggett adjourn at 8:20pm.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary