



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, NOVEMBER 19, 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 6:02pm. In attendance were Selectmen, Lisa L. Gonyer; Chairman, James L. Doggett; Vice-Chairman, 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 were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by Town Administrator Wrigley. Selectman Lawrence B. Foote was excused this evening.

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

Selectman Doggett moved to go into non-public session at 6:02pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to close the non-public session at 6:06pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to close the non-public session at 6:58 pm. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to go into non-public session at 6:58pm under RSA 91-A: 3 II (a) – Disciplinary. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to close the non-public session at 7:05pm pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

II. Scheduled Business

A. Mr. Chester Bearce – 8 Merrimac Road site concerns

Mr. Chester Bearce of 4 Merrimac Road addressed the Board with his site concerns at 8 Merrimac Road. Mr. Bearce explained that the property was part of his family's land that he sold to the Town. He expressed his concerns that the property has not been kept up. He stated that the Fire/Rescue Station has not been finished and wanted to know why. The parking area and access for the Police Station and renter's area are not easily accessible.

Chairman Gonyer stated that the Fire/Rescue Station sprinkler system is the first priority that needs to be completed per the State Building Codes for new construction. Mr. Bearce stated that the original proposal included a fire protection system, if it was not correct why did it go out to bid? Selectman Burrill stated that a key stake holder provided information that the Board relied on. That information was incorrect, and that key stake holder is no longer part of the process.

Selectman Burrill stated that there are limited funds available to complete the paving and signage. That the sprinkler system is their first priority.

Mr. Bearce stated that the Town needs to invest in its properties. Chairman Gonyer stated that it is the voters who determine where funds are to be invested.

Mr. Bearce went on to discuss the signage at the entrance. He stated that it is not lighted and hard to see. The Board again reiterated that the Board needs to prioritize what can be done with the funds available.

Mr. Bearce would like to have a warrant article put forth to the voters to finish the paving at 8 Merrimac Road and better signage on the buildings and entrance. The Board agreed to put forth the warrant articles.

Mr. Bearce stated that the Police Station has shutters and siding issues and lights that are not working properly. He went to state that the Department Heads should not be responsible for ensuring that issues are resolved for the building they occupy. And that they should not be responsible for getting quotes for work that needs to be done. Chairman Gonyer stated that we ask the Department Heads to notify the Board of issues. Selectman Burrill stated that at the end of the year Town Administrator Wrigley asks each Department Head to provide a list of what they foresee the building may need within the next year. Selectman Doggett stated that we rely on Department Heads to keep the Board informed of any issues because the Town does not have a building maintenance department. Chairman Gonyer asked Mr. Bearce to provide a list of his concerns and the Board will consider what can be done.

Selectman Burrill asked Mr. Bearce how he would handle the issues. Mr. Bearce stated that he would have a building maintenance department that could be called upon to fix the issues and if not able to fix the issue, get quotes from vendors. They would then be responsible for ensuring the work is done.

Mr. Bearce stated that the entrance to the rental property at 8 Merrimac Road has chicken wire on the bottom holding it together. This is the first the Board has heard about this problem and will investigate the matter.

Mr. Bearce asked if the Board would consider having a plumber and an electrician on call for the Town. He stated that there's an issue in the Fire/Rescue Station with a plumbing problem. The Board was not aware of any plumbing issues and will investigate the matter.

Mr. Bearce stated that the fire alarm in the Police Department is not working. The Board will need to hear from the Police Chief about this issue.

Mr. Bearce asked how the bays in the Butler Building were allotted. Selectman Burrill stated that each department was asked if they had a use for space in the building. The space was then allocated according to needs of those departments that requested space.

Mr. Bearce asked if the Town would like to take ownership of a 1941 fire truck. The Board agreed to put forth a warrant article to see if the Town will accept and maintain the fire truck.

Chief Alcaindinho addressed the Board about the plumbing issue at the Fire/Rescue Station. One of the restrooms in the station has an issue with the sink drainage that causes an odor. The former Building Inspector approved of replacing the small sink with the original larger sink to better match up with the drain. Chief Alcaindinho has tried several plumbers, and no one has responded to his request.

Selectman Burrill asked if it would be covered under warranty. Chief Alcaindinho stated that it is no longer under warranty.

Chief Alcaindinho stated that another community was issued a variance on a Fire Station for a sprinkler system from the State Fire Marshall. The Board authorized Chief Alcaindinho to contact the State Fire Marshall and ask about a variance for the Fire/Rescue Station sprinkler system.

B. Fire/Rescue Station

a. Sprinkler system update

Construction Manager Pivero informed the Board that the vendor is still working on the design. He hopes to have the estimate by December 1, 2019.

C. Transfer Station --

a. Change in commodities market for Freon based appliances

Transfer Station Manager (TSM) Gagnon informed the Board that the market for freon based appliances has decreased. The vendor will no longer pay but will not charge the

Town to haul the appliances away. The Board asked TSM Gagnon to thank the vendor for not charging the Town.

b. Non-residential recyclables

TSM Gagnon stated that the cost to recycle paper and cardboard has increased. TSM Gagnon recommends that the Town stop taking cardboard from non-residents.

Chairman Gonyer stated that at the NHMA conference there was a workshop on recycling. If the Town were to separate cardboard from paper, would we get money for it then? TSM Gagnon stated that it would require an investment of a bailer and a truck to transport the cardboard. Chairman Gonyer asked that TSM Gagnon investigate the cost of equipment and transportation to see if it cost effective.

Mr. Pivero addressed the Board. He stated that at some point in time it may not be economical to separate the cardboard but to add it to the standard household trash. Chairman Gonyer asked TSM Gagnon to compare if the cost to recycle is more or less than the cost to add it to household trash.

At this time the Board agreed to keep accepting cardboard from non-residents until the cost analysis is completed. The Board asked to have that information for the December 3, 2019 meeting. Should they decide to eliminate the service for non-residents, there will be enough time to notify those Towns affected.

D. 2020 Proposed Budget

a. Transfer Station

TSM Gagnon reviewed the proposed 2020 Solid Waste budget. He explained part of the increase to the budget is for site monitoring of wells. Town Administrator Wrigley explained that the State DES is requiring more tests and to include more residential wells on Brookside Lane in the tests.

Selectman Burrill would like to see an additional column added to the budget worksheet that would provide a 5-year average for each budget line item.

Selectman Doggett asked if the increase request for recycling is due to the cost of having to now pay for cardboard being hauled away. TSM Gagnon confirmed that was an accurate assessment.

TSM Gagnon confirmed that the cost to recycle electronics has increased as well.

Chairman Gonyer asked if the Town needs to review the fees charged for various items disposed of. TSM Gagnon stated that the fees being charged are adequate and covers the cost to haul the items away.

Selectman Burrill stated that the money collected goes into a revolving fund to offset the cost of hauling and other programs.

Selectman Doggett moved to include the 2020 Solid Waste Disposal budget into the 2020 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

b. Conservation Commission

Chairman Gonyer stated the Conservation Commission is recommending level funding.

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

III. Other Business

Chief Jewett addressed the Board with an issue at the Police Station. He presented a quote to repair the rubber roof on the building. He was only able to get one quote for \$1,500.00. He tried to get more quotes, but the vendors did not respond to his request.

Selectman Doggett moved to authorize the Chairman to sign the quote to repair the Police Station roof by Aladdins Home Improvements in the amount of \$1,500.00. Seconded by Selectman Burrill with a unanimous vote.

Selectman Burrill stated that he does not believe the Department Heads should have to go out and get quotes. He would expect that the Department Heads would call Town Hall and either Secretary Morin or Town Administrator Wrigley would handle getting quotes. Chief Jewett stated that he thinks it would be tough for either Town Hall or his Office Manager to handle getting quotes. He does not have the time to do the research as well. He recommends looking into a building maintenance person to handle items such as this.

Chief Jewett informed the Board that he has been working on getting quotes to replace the fire alarm system but has had a hard time getting any responses from vendors. Currently, he has 2 quotes.

Chairman Gonyer suggested combining the Building Inspector, Code Enforcement Officer and Building Manager into a full-time position. Selectman Burrill stated it might be a conflict of interest.

E. Comcast Franchise Fee – Letter to Bookkeeper

Selectman Doggett read the letter to Bookkeeper Kim Hughes instructing her to cut a check that will be deposited into the Cable Revolving Fund from the Comcast Franchise Fee.

Selectman Doggett moved to authorize the Bookkeeper to cut a check in the amount of \$2,393.74 to be deposited in the Cable Revolving Fund. Seconded by Selectman Burrill with a unanimous vote.

F. Review bids for Statistical Re-evaluation

The Board will take this matter up in nonpublic.

IV. Announcement

Resignation -- Planning Board Administrator Assistant and Secretary to Board of Appeals

Chairman Gonyer announced the resignation of Gail LeBlanc. The Board expressed their gratitude and thanks for her service.

V. Approval of Minutes

Selectmen's non-public and public meeting minutes dated November 5, 2019

Selectman Doggett moved to accept the non-public and public meeting minutes dated November 5, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.

VI. Sign Manifests and Tax Credits

➤ Manifest

Selectman Michaels moved to sign vendor manifest dated November 19, 2019 in the amount of \$84,762.25. Seconded by Selectman Burrill with a unanimous vote.

Selectman Michaels moved to sign payroll manifest pay period October 27 – November 9, 2019 with a pay date of November 14, 2019. Seconded by Selectman Doggett with a unanimous vote.

➤ Veterans Tax Credit

Selectman Burrill moved to sign Veterans Tax Credit for tax map 4-5-14-3 for tax year 2020. Seconded by Selectman Doggett with a unanimous vote.

➤ Intent to Cut Timber

Selectman Burrill moved to sign Yield Tax Warrant on intent to cut timber for tax maps 13-3-12, 13-3-15 and 13-3-16. Seconded by Selectman Doggett with a unanimous vote.

Selectman Doggett moved to sign Yield Tax Warrant on intent to cut timber for tax maps 14-1-4-1, 14-1-4-2, and 13-3-14. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved to sign Yield Tax Warrant on intent to cut timber for tax maps 13-3-13. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved to go into non-public session at 8:43pm under RSA 91-A: 3 II (a) – Disciplinary. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to close the non-public session at 9:15pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to go into non-public session at 9:15pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to close the non-public session at 9:48pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Michaels – aye.

Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) – Compensation and Disciplinary (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 Michaels with a unanimous vote.

VII. Adjourn

Chairman Gonyer moved to adjourn at 9:49pm. Seconded by Selectman Michaels with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary