



**Office of the Board of Selectmen**  
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**NEWTON BOARD OF SELECTMEN**  
**DATE: THURSDAY, DECEMBER 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 6:03pm. In attendance were Selectmen, Lisa L. Gonyer; Chairman, James L. Doggett; Vice-Chairman, Matthew A. Burrill, 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. Selectmen Lawrence B. Foote and Kathryn Michaels were excused this evening.

**Nonpublic Session under RSA 91-A:3 II (a) – Investigation, Compensation, (b) – Hiring Public Employee, (c) – Reputation**

**Selectman Burrill moved to go into non-public session at 6:03pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved to close the non-public session at 6:39pm. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved to go into non-public session at 6:39pm under RSA 91-A: 3 II (a) – Compensation. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Burrill moved to close the non-public session at 6:52pm. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved to go into non-public session at 6:52pm under RSA 91-A: 3 II (b) – Hiring a Public Employee. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Burrill moved to come out of non-public session at 6:56 pm. Seconded by Selectman Doggett with a roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved to go into non-public session at 6:56pm under RSA 91-A: 3 II (a) – Investigation. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Burrill moved to close the non-public session at 7:08pm. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – 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 pass information to the Bookkeeper and Human Resources on those matters. Seconded by Selectman Burrill with a unanimous vote.**

**II. Scheduled Business**

**A. Country Pond Lake Host Program – Request to continue program into 2020**

The representatives were not able to meet with the Board tonight. They will be placed on the January 7, 2020 agenda.

**B. Gale Library Trustees – Request for appropriated funds**

Mrs. Lynne Camp Chairperson of the Gale Library Trustees, requested the Town return the unused employee payroll funds to the Library to be used for library purposes. Mrs. Camp referenced RSA 202-A:11 III which states that the Trustees have the authority to expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. She further went on to state that the Trustees contacted the Director of the Charitable Trust unit of the Justice Department who reiterated the Library is entitled to the unused funds per RSA 202: A-11 III. The Trustees also reached out to NHMA and received the same information.

Chairman Gonyer stated that the Bookkeeper has been informed to release the unused employee payroll fund. Chairman Gonyer stated that any funds not spent by the library should come back to the Town's General Fund which does not seem to be happening. The Board is requesting from the Library an itemized list of expenditures. The Town Report and the MS636 should reflect the same amount expended and they do not.

Mrs. Kathy Meserve, Treasurer of the Gale Library Trustees, addressed the Board and stated that she was not aware of the MS636 form. Town Administrator Wrigley explained the form is filled out by the Town for the Operating budget. Chairman Gonyer will meet with Mrs. Meserve to review the library expenditures.

Mrs. Anne Banks Secretary for the Gale Library Trustees, addressed the Board and asked who is responsible for filling out the MS636 form. Town Administrator Wrigley stated that she is responsible for the form. The form shows what was appropriated and what was expended for that year.

**C. Fire/Rescue Station**

**a. Sprinkler system update**

Selectman Burrill stated that at the next Board of Selectmen meeting, January 7, 2020, this topic will be discussed with all the stakeholders present.

**D. 2020 Proposed Budget**

**a. Fire Department**

Chief Alcadinho reviewed the proposed 2020 Fire Department budget. The increase to the budget is for repair and maintenance of vehicles. Chief Alcadinho reviewed some of the vehicles repairs that are needed. He is looking to get an estimate on a new vehicle that will replace at least 2 of the older vehicles.

**Selectman Doggett moved to include the 2020 Fire Department budget into the 2020 Town's draft budget. Seconded by Selectman Burrill for discussion.**

Selectman Burrill stated the budget is accepted in draft form and will need to be rolled up into the default budget.

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

**b. Police Department**

Chief Jewett reviewed the proposed 2020 Police Department budget.

Chairman Gonyer asked if the vehicle lease increase is due to retiring older vehicles and leasing new ones. Chief Jewett confirmed this and stated that the price of the new 2020 cruisers have increased and the proposed budget does not reflect the increase because the actual prices have not been released by the manufacturer.

Chief Jewett reviewed the increases to the budget. The increase to the Sergeant and Corporal salary line item is to be in compliance with the Town's pay matrix.

Selectman Burrill suggested that a warrant article be put forth to the voters to setup a revolving fund for vehicle maintenance. The funds will come from the fund balance.

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

The Board further discussed whether there should be 2 separate warrant articles for vehicle maintenance. One for the Police and another for the Fire Departments. Chief Alcadinho and Chief Jewett are in favor of the 2 separate warrant articles. The Board agreed with having 2 separate warrant articles and asked the Chiefs to work with Town Administrator Wrigley on the wording.

**E. Telecommuting Agreement**

Chairman Gonyer stated that a proposed telecommuting agreement between the Town and eligible employees is being considered. Each Department Head will decide if the employee is eligible.

**Selectman Burrill moved to adopt as drafted the Town of Newton's Telecommuting agreement. Seconded by Selectman Doggett with a unanimous vote.**

**F. 2020 Proposed Budget -- Continued**

**a. Financial Administration -- Updated**

**i. Police Dept: RMON – Proposal for Windows 7 replacements & MS 365 Migration**

Secretary Morin reviewed the Statement of Work to move forward with PC replacements and to bring the Police Department into compliance with security measures.

**ii. Police Dept: BLOCK5 – Quote for IMC hosting**

Chief Jewett explained that the IMC (Information Management System) is a searchable records database. The database will be virtually hosted by Rockingham Dispatch instead of at the Police Department. This will provide better security, redundancy and access to other Towns database.

**Selectman Burrill moved to accept the revised 2020 proposed Financial Administration budget. Seconded by Selectman Doggett with a unanimous vote.**

**G. Opened sealed bids for Digitized Tax Maps**

Selectman Doggett opened a sealed bid for digitizing the Town's tax map from CAI Technologies.

Selectman Burrill opened a sealed bid for digitizing the Town's tax map from Tighe and Bond.

No decision at this time.

**H. 2020 Proposed Budget -- Continued**

**a. Personnel Administration**

The Board reviewed the proposed budget. Town Administrator Wrigley stated that short term disability decrease was a credit from Primex.

**Selectman Burrill moved to include the proposed 2020 Personnel Administration budget into the 2020 Town's draft budget. Seconded by Selectman Doggett with a unanimous vote.**

**b. Assessing – updated**

Town Administrator Wrigley stated the updated budget includes the cost of the statistical update.

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

**c. Executive**

Town Administrator Wrigley reviewed the proposed budget.

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

Chairman Gonyer stated that next step is to compile all the budgets into the operating budget. Selectman Burrill stated that there is still room for level funding.

Town Administrator Wrigley asked the Board to review the repairs needed to some town buildings that departments heads have submitted to her for 2020.

**I. RMON -- Statement of Work for Window 7 Replacements and MS 365 migration and BLOCK5**

The statement of works from RMON is to replace all the Police Department's Window 7 PC's and to migrate them to MS 365. The BLOCK5 quote is for setting up hosting IMC at Rockingham Dispatch.

**Selectman Doggett moved to authorize Chairman Gonyer to sign the 3 documents as necessary. Seconded by Selectman Burrill with a unanimous vote.**

**J. 2020 Proposal to conduct water quality monitoring**

Town Administrator Wrigley stated that the proposal from R.W. Gillespie and Associates is for the 2020 monitoring and lab tests for wells at the Transfer Station and surrounding area.

**Selectman Doggett moved to authorize Chairman Gonyer to sign the contract with R.W. Gillespie & Associates to monitor the wells at the Transfer Station and surrounding area. Seconded by Selectman Burrill with a unanimous vote.**

**K. 2020 Snowplowing Rate Policy**

**Selectman Burrill moved to go into non-public session at 8:07pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye**

**Selectman Doggett moved to close the non-public session at 8:15pm. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (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 Burrill with a unanimous vote.**

Chairman Gonyer stated that this item will be on the January 7, 2020 agenda.

**L. Holiday Hours**

**d. Transfer Station holiday hours (Christmas Eve & New Year's Eve)**

Secretary Morin stated that Transfer Station Manager would like to propose that whenever Christmas Eve and New Year's Eve fall on a Tuesday or Thursday that they would open at 10:00am and close at 4:00pm. The Board discussed opening the Transfer Station from 12:00pm – 4:00pm.

**Selectman Burrill moved to change the hours of operation for the Transfer Station for December 24, 2019 from 12:00pm – 4:00pm. Seconded by Chairman Gonyer. Gonyer – aye, Burrill – aye, Doggett – nay.**

The Board made no changes to the hours of operation for the Transfer Station for December 31, 2019.

Town Administrator Wrigley requested that the Town Hall be opened from 12:00pm – 4:00pm on December 26, 2019. She stated that the Town Clerk/ Tax Collector's office will be closed on that day. Most of the business done is with that office. Chairman Gonyer stated that if the Town Hall is closed then employees who are scheduled to work will need to use PTO. The Town will not pay employees for the normal hours on that day.

Selectman Burrill stated that the Selectmen's does not have authority over elected official's office hours such as the Town Clerk/ Tax Collector.

The Board agreed that the hours of operation for the Town Hall on December 26, 2019 will be from 12:00pm – 4:00pm.

**M. Review Contract for MS Compliance KV Partners & RPC**

Town Administrator Wrigley explained that there are 2 contracts. One with Rockingham Planning Commission and KV Partners to assist the Town with the MS4 Compliance.

**Selectman Doggett moved to authorize Chairman Gonyer to sign the contracts with KV Partners and RPC regarding the MS4 Compliance. Seconded by Selectman Burrill with a unanimous vote.**

**N. Annual payment request for Fire Warden and permit writers**

**Selectman Doggett moved to pay for the permits issued by the Fire Warden and permit writers. Seconded by Selectman Burrill with a unanimous vote.**

**O. Request to carry over PTO**

Secretary Morin stated that the Board received a request from the Deputy Town Clerk to carry over un-used PTO.

**Selectman Burrill moved to allow Cheryl Saunders to carry over unused PTO because she was unable to use all of her PTO during the year. Seconded by Selectman Doggett with a unanimous vote.**

**P. Holding elections at the Fire/Rescue Station**

Selectman Burrill stated that he would like to ask that all the stakeholders involved in holding elections attend a Board of Selectmen meeting to discuss the possibility of holding elections at the Fire/Rescue Station. He has spoken to the Town Clerk and Town Moderator who have some concerns. He does not see any cons to not holding elections at the station.

Selectman Doggett stated that the Supervisors of the Checklist would need to ensure that the needed books are transported from the Town Hall to the Station and kept secured.

Selectman Burrill stated that other towns hold their elections at locations other than Town Halls.

The Board will ask all the stakeholders to be at the January 7, 2020 to discuss this option for elections.

**Q. Per RSA 31:95-b to accept and expend unanticipated funds to Food Pantry from an anonymous donor the amount of \$300.00**

**Selectman Doggett moved to accept and expend unanticipated funds to Food Pantry from an anonymous donor in the amount of \$300.00. Seconded by Selectman Burrill with a unanimous vote.**

**R. Per RSA 31:95-b to accept and expend unanticipated funds to Food Pantry from Paul and Carol Szot in the amount of \$100.00**

**Selectman Doggett moved to accept and expend unanticipated funds to Food Pantry from Paul and Carol Szot in the amount of \$100.00. Seconded by Selectman Burrill with a unanimous vote.**

**S. Per RSA 31:95-b to accept and expend unanticipated funds to Food Pantry from American Legion Post 34 in the amount of \$100.00**

**Selectman Doggett moved to accept and expend unanticipated funds to Food Pantry from American Legion Post 34 in the amount of \$100.00. Seconded by Selectman Burrill with a unanimous vote.**

**T. Per RSA 31:95-b to accept and expend unanticipated funds to Food Pantry from the First Congregational Church of Kingston in the amount of \$200.00**

**Selectman Doggett moved to accept and expend unanticipated funds to Food Pantry from the First Congregational Church of Kingston in the amount of \$200.00. Seconded by Selectman Burrill with a unanimous vote.**

**III. Announcements**

Chairman Gonyer announce that the Town Clerk/Tax Collector will be closed on December 26, 2019.

**IV. Sign Manifests**

➤ Manifest

**Selectman Doggett announced that on December 6, 2019 the Board signed the vendor manifest dated December 3, 2019 in the amount of \$1,376,153.83 of which \$776,877.00 went towards the December Sanborn Regional School District and \$545,731.00 towards the Rockingham County Tax payment.**

**Selectman Doggett moved to sign vendor manifest dated December 17, 2019 in the amount of \$112,223.76. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Burrill moved to encumber \$23,992.87 from the 2019 General Government Building budget to cover 2019 invoices that have not been paid out. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Burrill moved to encumber \$8,868.59 from the 2019 Highway Department budget to cover the cost of paving Thornell Road in 2020. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Burrill moved to encumber \$209.95 from the 2019 Police Department budget to cover 2019 invoices that have not been paid out. Seconded by Selectman Doggett with a unanimous vote.**

**V. Approval of Minutes**

**Selectmen's non-public and public meeting minutes dated December 3, 2019**  
**Selectman Doggett moved to accept the non-public and public meeting minutes dated December 3, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated December 10, 2019**  
**Selectman Doggett moved to accept the non-public and public meeting minutes dated December 10, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.**

**VI. Adjourn**

**Selectman Burrill moved to adjourn at 8:55pm. Seconded by Selectman Doggett with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary