



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

DATE: TUESDAY, JANUARY 7, 2020

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 6:01pm. 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 (b) – Hiring Public Employee (c) – Reputation

Selectman Doggett moved to go into non-public session at 6:01pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.

Selectman Burrill moved to close the non-public session at 6:05pm. Seconded by Selectman Doggett 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 6:05pm 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 7:01pm. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (b) - (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.

II. Scheduled Business

A. Road Agent

a. Removal of road markers causing dangerous issues for snowplow drivers

Road Agent (RA) Pivero addressed that Board and informed them that on December 31, 2020 one of the snowplow drivers struck a tree stump that was off the side of the road. There was damage to the truck and the driver suffered a minor cut. RA Pivero stated that upon further investigation the stump was not marked by the Highway Department. He would like to remind residents that no road markers should be removed from the roads. They are there for the safety of the plow drivers. A notice will be placed on the Town's website reminding residents not to remove road markers.

RA Pivero stated that because of this issue, the Highway Department will need to start grinding stumps that are near the roadside this year.

b. 2020 Snow Plowing Season Policy

Chairman Gonyer recused herself from the discussion.

Vice Chairman Doggett lead the discussion.

RA Pivero stated the policy has not changed but the rates have increased a \$1.00 for each category. RA Pivero stated that he has had difficulties finding snowplow drivers because the rate of pay is lower than surrounding towns.

Selectman Foote moved to accept the 2020 Season Plowing Policy as written. Seconded by Selectman Burrill with a unanimous vote.

Town Administrator Wrigley asked if the rates are retroactive to January 1, 2020. The Board replied that they are.

Chairman Gonyer resumed her role as Chair.

B. Fire/Rescue Station

a. Sprinkler system update

Mr. Jeff Murphy from SFC Engineering addressed the Board. SFC Engineering was hired to finalize the modifications to the sprinkler system to ensure it meets full code compliance.

On December 11, 2019, he had a phone conversation with Chief Alcadinho and Selectman Doggett and during that call it became clear to Mr. Murphy that there were miscommunications about the project. Hence his request for this meeting to ensure all stakeholders understand the process.

He reviewed the sprinkler system project with the Board. The original design for the sprinkler system did not meet NFPA 13 codes and was noted on the design. The stakeholders were under the impression that the installed sprinkler system had made it through all the policies, procedures and approvals for an operational sprinkler system. Upon further research, it was determined that the sprinkler system did not get needed

approvals. The decision was made in September of 2018 to modify the sprinkler system to be in full compliance with NFPA 13. It was decided to move forward with the modification using the same contractors.

Construction Manager (CM) Pivero stated that he and the sprinkler system contractor were directed by the local building inspector at the time to install the current sprinkler system. Mr. Murphy confirmed that all the documentation from the original contract was very clear that was the design intent. Fire Chief Alcaidinho stated that the building inspector was doing everything in his power in good faith to get the sprinkler system approved.

The project was delayed because the original contractor for the sprinkler design was not available to work on the project. Carter Sprinkler Systems was then hired to design the sprinkler system.

Mr. Murphy went on to say that it was previously brought up that a neighboring town was applying for a variance. He explained that town was asking for a variance for an existing building and not for a new building such as in Newton.

Chairman Gonyer stated that when it was brought before the Board that a neighboring town was asking for a variance, the Board directed Chief Alcaidinho to contact the State Fire Marshall's office to inquire if the Town of Newton might qualify for a variance. Chairman Gonyer stated that SFC Engineering should continue moving forward with the modification design in case a variance is not granted.

Selectman Doggett asked if a variance might be granted until 3-phase power is available on Merrimac Road. Mr. Murphy stated that waiting for 3-phase power to be available and then to run it to the fire station would be more costly than a diesel fire pump.

Mr. Murphy explained that a variance is a permanent change to the building. What the Town may want is an extension for the installation of a compliant sprinkler system.

Mr. Murphy stated that the plans for the modification of the sprinkler system should be available within the next 30 days. CM Pivero stated that construction would probably not begin until mid-April 2020.

The Board asked who is heading up the request for a variance? Secretary Morin informed the Board that Mr. Murphy was. Mr. Murphy stated that during the phone conversation with Selectman Doggett and Chief Alcaidinho it was uncertain if the Town wanted a variance or extension. Chief Alcaidinho stated that he contacted the Fire Marshall's office to inquire about an extension to allow the Town more time to complete the modifications needed to be in full compliance. The Board discussed further whether to pursue an extension. Mr. Murphy stated that based on present information there is no significant difference between a diesel or electric fire pump. CM Pivero stated that a pump house would still be needed, and the electric company has no incentive to bring 3-phase power to that area.

Secretary Morin asked Mr. Murphy if the 3-hour firewall between the office and apparatus bay would be considered as 2 separate buildings? Mr. Murphy stated that it does not because the mezzanine is above the office area. Mr. Murphy went on to state that the office area is not compliant as well.

CM Pivero suggested the Board get in writing that a variance or extension was not approved by the Fire Marshall's office. Selectman Foote will reach out to the Fire Marshall's office for a denial of variance and/or extension.

b. Quote for floor maintenance

Chief Alcainho reviewed the quote to have the fire/rescue station floors maintained. He stated that the quote was changed from 4 coats to 6 coats of sealer at a cost of \$1,905.00 from the original cost of \$1,680.00.

Chairman Gonyer asked how often do the floors need to be done? Chief Alcainho stated that it varies with vendors. Some have told him every 6 months and others every year. He stated that he has spoken with Chief Jewett and both chiefs will work on getting quotes to have both building floors on a maintenance program.

Selectman Doggett moved to authorize Chief Alcainho to expend \$1,905.00 to have the floor in the office area at the Fire/Rescue Station stripped and re-finished. Funds to come from the General Government Building fund. Seconded for discussion by Selectman Burrill.

Chairman Gonyer asked if this would include the weekly maintenance. Chief Alcainho stated that they are only requesting the first part of the quote. He will come back to the Board with a maintenance plan.

Town Administrator Wrigley stated there are other Town buildings needs that should be considered for budgeting purposes.

Selectman Burrill asked Chief Jewett if having the floors done was on his "want" list. Chief Jewett stated that it is, but he has a higher priority that is in the ballpark of \$4,000.00.

Chief Alcainho stated that the cost for maintaining all the Town buildings has gone up and the residents need to be made aware of this. Chairman Gonyer stated that she is asking for an amount to maintain the building. CM Pivero stated that if the floors are maintained by a professional, it will cost less than having to re-do the floors.

The motion passed with a unanimous vote.

c. Review lease quotes for new fire truck

Chief Alcainho recommends replacing the 2 oldest apparatus vehicles and replace it with 1 vehicle that can do the job of both. There is a quote from one vendor that

includes a trade-in value for the old vehicles. Chief Alcainho reviewed the available quotes and specifications for the new vehicle.

Town Administrator Wrigley stated that the lease agreement will need to be a warrant article. Selectman Burrill stated that if the warrant article fails, the Town would not be able to enter into a lease agreement. Chief Alcainho stated that he would not have enough funds in his budget to repair/maintain all 3 vehicles if the proposed 2020 Operating Budget fails.

TA Wrigley has prepared the warrant article for this lease but needs to know which vendor the Board would use and how much they will allow for the trade-in. The Board will take it under advisement.

The Board agreed to trade-in the 1991 E-One Pumper and 1996 Rescue.

C. Country Pond Lake Host Program – Request to continue program in 2020

Mrs. Jennifer West representing the Country Pond Lake Host Program addressed the Board. She is requesting to use the boat ramp to educate boaters about invasion plants.

Selectman Doggett moved to grant the request to continue the Country Pond Lake Host Program through 2020. Seconded by Selectman Foote with a unanimous vote.

D. Holding elections at the Fire/Rescue Station

Town Moderator Robert Dezmelyk addressed the Board about moving the polling place from the Town Hall to the Fire/Rescue Station. There is not enough time to move the February Primary or the Town Meeting elections, but it could be something to consider for future elections. One downside of holding elections at the Town Hall is the size of the venue. Currently there the space is crowded but is still in compliance with polling place requirements.

Holding elections at the local school is not a viable option. It disrupts the school day, handicapped accessibility could be an issue, front doors are left open, and voters that are required to carry firearms would not be able to enter the building. Using the Fire/Rescue station is an alternative, but some obstacles would need to be resolved such as a heated building for emergency vehicles while the apparatus bay is in use. Parking could be another potential issue as it is limited.

Chief Alcainho stated that the Butler building could be used for temporary storage for 3 vehicles, but the heating system is not reliable. Chief Alcainho stated that the loudspeaker could be a distraction to voters because there is no volume control on it.

Town Clerk (TC) Mary Jo McCullough addressed the Board and stated that the point of moving the polling place was for a larger space therefore all the vehicles would need to be removed from the apparatus bay. She went on to say that the polling place would need to be setup the night before. There are certain items that the Supervisors of the

Checklist and the Clerk's office cannot leave in an unsecured location. Those items would need to be brought over just before the polls open and after they close. If something is missing, someone will need to retrieve the item/s from the Town Hall. Then there is the cost to move the equipment as well.

Selectman Burrill asked if the items that need to be secured could be locked in an office. Chief Alcadinho answered that the office door codes would need to be changed so that only those who should have access will. Then they would need to be changed back after the items are removed.

Selectman Michaels asked how many voters we can have before we must find a larger polling place. TC McCullough stated that currently there are 3,100 voters. Each election has different requirements for the number of voting booths that are needed. Town Moderator Dezmelyk went on to further explain some of the requirements for setting up the space.

Mrs. Barbara White, Supervisor of the Checklist, addressed the Board. She stated that the Supervisors are responsible for the checklist which contains sensitive voter information and needs to be kept secured.

Selectman Doggett suggested moving some of the access furniture from the Town Hall to the Butler building. This would provide more space for elections.

Chief Jewett stated that the Police Department will adapt to wherever the polling place is.

The Board discussed the pros and cons of moving the polling place and concluded at the present time the Town Hall is preferred.

E. Review quotes to digitized Town's tax maps

TA Wrigley asked the Board if they would like a warrant article that would use the municipal funds received from the State to pay for digitizing the Town's tax maps. The municipal funds, \$48,000.00, was placed in the unassigned fund balance. TA Wrigley stated using the municipal funds would not affect the tax rate.

TA Wrigley stated the bid amounts from one vendor was around \$34,000.00 and the other was \$12,000.00 to digitize the Town's tax maps.

The Board agreed to a warrant article.

F. 2020 Building Repairs/Maintenance

a. Fire/Rescue Station

Chief Alcadinho asked the Board to consider installing the remainder of the keypads that are located on the outside of the buildings as the number 1 priority, and to install the volume control for the loudspeaker in the apparatus bay as the 2nd priority.

Selectman Foote asked the cost of the volume control. Chief Alcadinho stated the cost

is \$380.00. Selectman Foote will see if there are funds in the Emergency Operations Center budget to cover the cost of the volume controller.

Chief Alcaldinho stated that one of the keypads is out of service. The vendor will replace it but believes there is a shorted wire that caused it to fault. The shorted wire could be one of the wires that is not connected to a keypad and is loosely hanging from one of the uninstalled keypads. If that is the case, the warranty would be voided.

The Board will take it under advisement when working on the 2020 operating budget.

b. Marshall Property, Gale Library, and Police Station

Chief Jewett reviewed the needed repairs to the Police Station with the Board. A list of needs for the other buildings has already been given to the Board for their budget review.

G. Announcement

Chairman Gonyer announced that the Town received a grant to re-program the radios for the Fire Department and Emergency Operations Center. Selectman Foote spearheaded the grant application.

H. Renew agreement with Coco Realty

Chief Alcaldinho informed the Board that there is a fire pond that the Department will need access to once the property is sold. Secretary Morin will inform the realtor that an easement will be needed to allow the Town access to the fire pond.

Selectman Burrill moved to authorize Chairman Gonyer to sign the renewal contract with Coco Realty to sell 35 South Main Street for 6 months. Seconded by Selectman Doggett with a unanimous vote.

I. 2020 Mileage reimbursement rate

Selectman Doggett moved to adopt the 2020 IRS mileage reimbursement rate of 57.5 cents per mile. Seconded for discussion by Selectman Foote.

Chairman Gonyer stated that the Board does not have to accept the rate if it increases or decreases.

The motion passed with a unanimous vote.

J. Schedule meeting for review of 2020 operating budget

The Board discussed when they could meet to review the warrant articles and operating budget. The Board decided on January 15, 2020 at 6:00pm in the Selectmen's office.

III. Sign Manifests and Lease Agreements

➤ **Manifests**

Selectman Doggett announced that the Board signed the vendor manifest dated December 30, 2019 in the amount of \$6,694.69.

Selectman Doggett announced that the Board signed the payroll manifest for pay period December 8-21, 2019 with a pay date of December 26, 2019.

Selectman Doggett moved to sign vendor manifest dated January 7, 2020 in the amount of \$1,004,774.92 of which \$ 777,877.00 goes towards the January Sanborn Regional School District payment and \$ 30,487.50 goes towards the interest payment for the Fire/Rescue Station bond. Seconded by Selectman Burrill with a unanimous vote.

Selectman Burrill moved to sign vendor manifest New Fire/Rescue Station dated January 7, 2020 in the amount of \$262.75. Seconded by Selectman Doggett with a unanimous vote.

Selectman Burrill moved to sign payroll manifest pay period December 22, 2019 – January 4, 2020 with a pay date of January 9, 2020. Seconded by Selectman Foote with a unanimous vote.

➤ Lease Agreements

Selectman Michaels moved to authorize Chairman Gonyer to sign 3-year lease agreements with HP for new PC's for the Town Hall, Fire Chief and Police Department. Seconded by Selectman Foote with a unanimous vote.

Selectman Michaels moved to authorize Chairman Gonyer to sign IRS tax exempt form for lease agreements. Seconded by Selectman Foote with a unanimous vote.

IV. Approval of Minutes

Selectmen's public meeting minutes dated December 19, 2019

Selectman Burrill moved to accept the public meeting minutes dated December 19, 2019 as written. Seconded by Selectman Foote with a unanimous vote.

V. Adjourn

Selectman Doggett moved to adjourn at 9:34pm. Seconded by Selectman Foote with unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary