



Town of Newton, NH

Newton Town Hall: P.O. Box 378, Town Hall Road, Newton, NH 03858

Town Hall Hours: Monday - Wednesday, 8am - 4pm; Thursday 12pm - 8pm

October 4, 2016 Board of Selectmen Minutes

Office of the Board of Selectmen

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NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, OCTOBER 4, 2016

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING

- Call to Order

Chairman Doggett called the meeting to order at 6:01 pm. In attendance were Selectmen James L. Doggett, Chairman, Matthew A. Burrill, Vice Chairman, Lawrence B. Foote, Lisa L. Gonyer and Town Administrator Nancy J. Wrigley. The public meeting was recorded and audiotaped; minutes were transcribed and typed by Selectmen's Office Manager Mary B. Winglass. The nonpublic meeting minutes were transcribed and typed by Town Administrator Nancy J. Wrigley.

Selectman Foote moved to go into Nonpublic Session at 6:01 pm under RSA 91-A: 3 II (a) – (c) HR Matters.

Second by Selectman Burrill with a unanimous roll call vote: Doggett – aye, Burrill – aye, Donovan – aye; Foote, - aye, Gonyer - aye.

Chairman Doggett called the public meeting back to order at 6:51pm.

Selectman Burrill moved that the Board of Selectmen just came out of Nonpublic Session under RSA 91-A:3 II (a) - (c) HR Matters and moved to keep all discussed confidential until in the opinion of the majority of the members, the circumstances no longer apply except an announcement of a resignation. Second by Gonyer with a unanimous vote.

Chairman Doggett announced the resignation of Selectmen's Office Manager Mary Winglass with regret.

- Pledge of Allegiance

- Approval of Minutes (Review prior to meeting)
- **Selectmen's Public and Nonpublic Meeting minutes dated September 19, 2016 and September 20, 2016**

Selectman Foote moved to accept the Selectmen's Public and Nonpublic Meeting minutes dated September 19, 2016 and September 20, 2016 as written. Second by Gonyer with a unanimous vote.

- Scheduled Business
- **Primex: PRIME Designation Award presented by David Witham, CRM Risk Management Supervisor**

David Witham, CRM Risk Management Supervisor for Primex presented the PRIME Designation award to the Town of Newton. Since July 2016, the town signed on with Primex NH Public Risk Management Exchange for coverage with Property & Liability, Workers' Compensation and Unemployment Compensation Programs. Recently the Board of Selectmen chose to participate in the Contribution Assurance Program (CAP) with Primex.

Mr. Witham recognized the town and its departments by achieving the PRIME Designation which helps assist members with help on best practices by reducing the potential for loss and affords the town a 2.5% cost reduction on an annual basis on property and liability and workers' compensation coverage.

Mr. Witham recognized Office Manager Mary Winglass for being instrumental in achieving the 10 Best Management practices and unequivocally Primex has not had a member achieve the designation as quickly as the Town of Newton. In fact, Winglass was engaged with Primex prior to binding coverage on July 1, 2016. The award is effective September 1, 2016.

Primex currently is approximately 600+ members strong and the Town of Newton is among the elite few to achieve the designation with only 40-50 members that have achieved this designation. This is good news for the Town of Newton to recognize things that are happening behind the scenes with good common sense management practices.

Mr. Witham added that this designation requires recertification on an annual basis; hopefully the administrative staff will carry on the good work started by Winglass.

- **Newton Baseball & Softball Association: Greenie Park Landscaping Contract**

NBSA was unable to attend the meeting tonight but sent in an email with comments regarding Greenie Park specifications.

Tim Hajjar of T&M Property Maintenance who holds the current landscaping contract with the town was present to review maintenance items discussed recently with Newton Baseball and Softball Association in a Selectmen's Meeting.

Mr. Hajjar addressed the grass clippings at Greenie Park which is written in the contract; Hajjar explained that to dispose of the clipping, which is about 5 acres of grass, would be about a day's labor if not more and the price quoted on the contract does not cover the labor costs. At the beginning of the season, the grass does not grow long enough, for it is cut twice per week to keep the field within regulation height for baseball season. After July 15th the contract allows for only (8) mowing's therefore cuttings are spaced out and the clippings become an issue.

Selectman Burrill responded that the town is towards the end of the landscaping contract and we are preparing the bid specifications for 2017 and 2018. With the unforeseen fall softball season, how do we finish off and make this work for the next two weeks. Office Manager Winglass explained that the town has been mowing each week and currently there are no budgeted mowing's left for this year under the contract.

Selectman Burrill moved to approve \$300 to T&M Property Maintenance for (2) additional mowing's at Greenie Park in 2016. Second by Gonyer with a unanimous vote.

The Board then reviewed and gave input on the bid specifications for landscaping at all town buildings, except the Fire Station at 35 South Main Street, and Greenie Park.

- **RFP for #2 Fuel for Upcoming Heating Season**

The Board reviewed two proposals for the purchase of #2 fuel for the period of October 1st through April 30th, 2017 as follows:

Palmer Gas & Oil – Fixed price of \$1.939 per gallon. Outside this term, price will be .20 below their current market price (net). Service provides for yearly maintenance for each building at \$169.00 each and provides for some replacement parts plus a discounted service rate of \$85 per hour during regular business hours.

Hartmann Oil Co – Lock in price of \$1.90 per gallon. The proposal does not include any burner maintenance or service calls.

A discussion took place that the Town has contracted with Palmer for 10 years and they offer 24-hour a day service.

Selectman Foote moved to accept the bid from Palmer Gas as written. Second by Donovan. Bid includes the price for #2 fuel, burner maintenance and service. Motion passed with a unanimous vote.

- **Invitation to Bid: Disposal Solid Waste**

The Board reviewed the documentation prepared by Office Manager Winglass as the bid specifications for Disposal Solid Waste. The Board agreed to move forward with posting the legal notice.

- **Update on the Fire Station Building Committee**

Office Manager Winglass updated the Board with the list of those that would like to continue, in some capacity, as a member of the Fire Station Building Committee. Selectman Gonyer will take the lead on this committee as the liaison. Winglass will send Gonyer the information.

- **Recreation Commission: Trunk or Treat**

Selectman Burrill explained the activities planned for Trunk or Treat scheduled for Saturday, October 29th from 4pm to 7pm at 8 Merrimac Road. Hot dogs, pizza and a DJ plus the opportunity for children 12 years or younger to fill

their bags in a safe, closed parking lot. There is no fee to participate and prizes will be awarded, sponsored by the Newton Recreation Commission.

- **Proposals for Tree Removal – Information on “Other” list**

The Board approved a proposal for tree removal work on Birch Road and another on the corner of Amesbury & Dugway Road for a total of \$1,400 from KMA Tree Service.

The Board motioned to approve this work under “Other Business”, see below.

- **Review date options for “Meet the Candidates Night”**

Selectman Burrill discussed holding a “Meet the Candidates Night” on a Wednesday night in October. The Board agreed to Wednesday October 26th at 6pm. ***Update: The Town of Stratham, NH are holding a candidate’s night that same night so the date was changed to November 2nd.* Office Manager Winglass will prepare a letter to send to those on the list from Selectman Burrill.

Selectman Burrill moved to hold “Meet the Candidates Night” on October 26th starting at 6pm. Second by Gonyer with a unanimous vote.

- **Review location for Veterans Day Observance**

Office Manager Winglass informed the Board that she worked with Road Agent Mike Pivero and both feel that the best place to hold a Veterans Day Observance is at Town Hall at the flag pole where there is also a Veterans Memorial. The Board agreed to hold the ceremony at the Town Hall on Friday, November 11th at 11:11am.

- **Planning Board: Kinsley Drive Site Restoration Financial Guarantee**

Selectman Foote moved to release the Kinsley Drive Site Restoration Financial Guarantee bond of \$24,002.00 plus accumulated interest. Second by Gonyer with a unanimous vote.

- **Planning Board: So NH Industrial Park Phase II release L.O.C**

Selectman Gonyer moved to release the Site Construction Financial Guarantee of \$15,960 for Southern NH Industrial Park Phase II, Map 14, Block 1, Lot 27-4. Second by Foote with a unanimous vote.

- **Planning Board: Sargent Woods Bond release**

Selectman Gonyer moved to return the accrued interest to Sargent Woods as of the date the funds are released. Second by Donovan with a unanimous vote.

- Announcements

Chairman Doggett announced that multiple signs have been put in place at the Police Station @ 8 Merrimac Road for water access.

- Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments
- **Selectman Foote moved to sign the vendor manifest dated 10/4/2016 in the amount of \$44,580.04. Second by Donovan with a unanimous vote.**
- **Selectman Donovan moved to sign the payroll manifest for the pay period of 9/18 – 10/1 with a pay date of 10/6/2016. Second by Foote with a unanimous vote.**
- **Selectman Burrill moved to sign the Personnel Policies and Procedures cover page as amended on September 6, 2016. Second by Gonyer with a unanimous vote.**
- **Selectman Gonyer moved to sign the proposal from KMA Tree Service for the removal of two trees for a total amount of \$1,400. Chairman Doggett read the proposal to remove and dispose of a sweet birch on Birch Road for \$450 and remove a pine on the corner of Amesbury and Dugway Road in the amount of \$950. Second by Foote with a unanimous vote.**
- **Selectman Burrill moved to officially wish the Red Sox good luck as they begin the playoffs on Thursday night. Second by Foote with unanimous vote!**
- Adjourn

Selectman Foote moved to adjourn at 8:17pm.

Respectfully Submitted,

Mary Winglass, Office Manager