



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

DATE: TUESDAY, October 17, 2017

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:00pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Selectmen Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., Lawrence B. Foote, James L. Doggett; and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The public meeting was audio and video taped; the public meeting minutes and the non-public session minutes were transcribed and typed by Diane M. Morin.

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

Selectman Doggett moved to go into non-public session at 6:01 pm under RSA 91-A: 3 II (a, c & e) – HR Matters, Reputation and Litigation. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – aye.

Selectman Doggett moved to close the non-public at 7:18pm. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Donovan – aye, Foote – aye, Doggett – aye

Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a), (c) & (e) 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 announce the appointment of Kathryn Drouin to the position of Animal Control Officer for a period of 6 months effective October 18, 2017; the hiring of Chris Maguire as a part-time Police Officer for a 6-month probationary period at Grade XVIII Step 7 effective October 18, 2017. Seconded by Selectman Gonyer with a unanimous vote.

II. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated October 3, 2017
Selectman Doggett moved to approve the non-public and public minutes dated October 3, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

III. Scheduled Business

A. Update on Fire/Rescue

Construction Manager (CM) Pivero updated the Board with the status of the new Fire/Rescue Station. The steel has been delivered and is being erected at the site. CM Pivero stated that he is hopeful that the building will be weather tight within the next month or so.

Chairman Burrill asked if CM Pivero would need to meet with them at the next Board of Selectmen meeting, November 7, 2017. CM Pivero responded that it would be up to the Board. Chairman Burrill stated that CM Pivero and Selectman Donovan will decide if CM Pivero needs to meet with the Board.

Chief Alcaldinho stated that he has been taking pictures of the progress and posting on Facebook.

B. Police Department -- Rockingham County Dispatch radio update

Chief Jewett addressed the Board and informed them that he attended a meeting on October 6, 2017 with Rockingham County Dispatch concerning the new dispatching system that Rockingham will be deploying. The new system will be deployed in January, 2018.

The process to purchase new radios from Motorola will begin November 1, 2017. Chief Jewett has sent his request to the Motorola representative to get a quote for new radios that will be compatible with the new dispatching system.

Chief Alcaldinho stated that he has spoken with 2Way Communications. The need for the Fire Department is not as urgent as the Police Department. The Fire Department does not transmit but only monitors the frequency.

The old radios do not need to be turned in but can be used by other departments as a 2-way radio. Chief Alcaldinho stated that the Fire Department has tried to reprogram one of the old radios and the radio no longer was useful. The radios are not repairable due to the age of the devices.

C. MS-535 Auditor's report

Selectman Gonyer moved to sign the MS-535 Auditor's report. Seconded by Selectman Foote with a unanimous vote.

D. Chief Jewett – Boat

Chief Jewett stated that he has been completing the application for acquiring surplus military equipment through the 1033 program. He was able to obtain a 19' Boston Whaler with a 115hp motor on a 1987 boat trailer through the program for free. The Navy decommissioned the boat and placed it in storage last year.

Selectman Foote motioned to accept the 19' Boston Whaler, 115hp motor and 1987 boat trailer from the 1033 program. Selectman Doggett seconded with a unanimous vote.

Both the Fire and Police Departments will maintain the boat. Both Departments have licensed boaters.

Chairman Burrill expressed his thanks to all those involved in the Olde Home Day. And a special thank you to the Chief Jewett, Chief Alcainho and Road Agent Pivero for all their hard work.

E. 2017-2018 Oil and Propane proposal

Secretary Morin stated that she sent out 3 requests for proposal for oil and propane delivery as well as service and received only 1 proposal. Palmer Gas and Oil was the only proposal received.

CM Pivero stated that there are 3 options for a 2000lb propane tank for the new Fire/Rescue Station. Option 1 is to purchase the tank and have it installed. This option provides the Town with the flexibility to purchase propane from any vendor. The second option is to have the propane supplier install their tank. This option does not provide the flexibility to purchase propane from any vendor. But it also does not cost the Town the initial cost of the purchase and installation of the propane tank. The third option is to have the vendor install the tank and lock in a price for the propane for a 5-year period.

Selectman Doggett moved to purchase and install a 2000lb propane tank not to exceed \$7,000.00 for the new Fire/ Rescue Station. Seconded by Selectman Foote with a unanimous vote.

Selectman Doggett moved to authorize the Chairman to sign a contract with Palmer Gas and Oil for #2 fuel oil at a cost of \$1.999 per gallon and propane at a cost of \$1.50 per gallon for a period of October 1, 2017 through April 30, 2018. Seconded by Selectman Foote with a unanimous vote.

F. Veterans Day – Town Hall and Transfer Station

Selectman Gonyer reviewed the Holiday policy. She stated that there is a policy for holidays that fall on a weekend. Veterans Day 2017 is on a Saturday and according to the policy, the Transfer Station should be closed in observance of this holiday. The Town Hall would close on the Thursday prior to the Saturday holiday. Upon further discussion the Board decided to grant eligible employees a floating holiday.

Selectman Doggett moved to authorize eligible employees a floating holiday for Veterans Day, 2017. The floating holiday must be taken within 30 days of November 11, 2017. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer stated that the Policy Committee will review the Holiday policy.

G. 2017 September Revolving Funds

Selectman Doggett moved to accept the 2017 September Revolving Funds report as written. Seconded by Selectman Gonyer with a unanimous vote.

IV. Announcements

Selectman Doggett moved to accept Laura Hillard resignation from the Fire Department effective October 1, 2017 with thanks and regret. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Gonyer moved to accept Bob Faghan resignation from the Recreation Commission effective November 15, 2017 with thanks and regret. Seconded by Selectman Foote with a unanimous vote.

Chairman Burrill announced the following pay increases: James Ryan from Grade XV Step 5 to Grade XV Step 7, effective 10/01/17; Richard Dupre from Grade XVII Step 4 to Grade XVII Step 5, effective 10/01/17; Joel Lavalley from Grade X Step 1 to Grade X Step 5, effective 10/01/17 for courses completed; and the hiring of Thomas Sturgis at Grade XI Step 10, effective 10/03/17.

V. Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

➤ Other

Secretary Morin stated that the Town Clerk has received comments on where the resident stickers should be placed. The Town Clerk has been informed that resident stickers should not be placed above the inspection stickers. Upon further discussion, the Board directed Secretary Morin to ask the State DMV for their recommendation on where to place the residential sticker.

Chairman Burrill announced Household Hazardous Waste Day will be on November 4, 2017 from 9am – 12:00pm. Selectmen Burrill, Doggett and Donovan will be available to assist the Transfer Station Manager.

Selectman Donovan suggested that the next time we hold a household hazardous waste day that it be in a different location. This would ease the traffic for residents wishing to dispose of their household trash only.

Chairman Burrill announced the total cost to repair the Police Department's generator was \$1,389.72 which was \$170 less than the estimate.

➤ Manifests

Selectman Doggett moved to sign vendor manifest dated October 17, 2017 in the amount of \$647,293.00 of which \$600,000.00 goes towards the November Sanborn School District payment. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign payroll manifest for pay period 10/01/2017-10/14/2017 with a pay date of 10/19/2017. Seconded by Selectman Foote with a unanimous vote.

➤ Requisitions

Selectman Foote moved to sign requisition # 3023 in the amount of not to exceed \$200.00 for gift cards for the annual Trunk or Treat sponsored by the Recreation Commission. Seconded by Selectman Donovan with a unanimous vote.

Selectman Foote moved to sign requisition # 3024 in the amount of not to exceed \$100.00 for gift bags for the annual Senior Holiday Luncheon sponsored by the Recreation Commission.

Chairman Burrill announced Trunk or Treat will be held on October 28, 2017 from 4:30-6:30pm. Residents, businesses, commissions and committees are invited to participate decorating a trunk and handing out candy. This event is free to all.

VI. Adjourn

Selectman Doggett moved to adjourn at 9:35pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary