



**Office of the Board of Selectmen  
2 Town Hall Road, Newton, NH 03858  
Tel: 382-4405 ext. 10 \* Fax 382-9140**

[www.Newton-NH.gov](http://www.Newton-NH.gov)

**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, November 21, 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, Lisa L. Gonyer, Vice-Chairman, Robert S. Donovan Jr., Lawrence B. Foote, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The public meeting was audio and video taped. The non-public session minutes were transcribed and typed by Nancy J. Wrigley. The public meeting 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 6:00pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c). 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 7:04pm. Seconded by Selectman Gonyer 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) 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 following pay increases for: James Ryan-FD from Grade XV Step 7, to XV Step 8; Sean Kane-FD from Grade XIII Step 9, to Grade XV Step 10; Joel Lavalley-FD from Grade X Step 5 to Grade X Step 6; Justin Kane-FD from Grade XV Step 6 to Grade XV Step 7; Scott Dole-FD from Grade XX Step 9, to Grade XX Step 10; Ronald Jackson-FD from Grade X Step 2, to Grade X Step 3; John Kane-FD from Grade XX Step 10, to Grade XXI Step 9; Robert Zalenski-FD from Grade XXI Step 7, to Grade XXI Step 8; Bob Heusser-FD from Grade X Step 7, to Grade X Step 8; Mark Kerns-HWY from Grade XIII Step 3, to Grade XIII Step 6; Ronald Jackson-HWY from Grade XIII Step 9, to Grade XIV Step 10; and Nancy Wrigley-TA a 1.5% merit increase; all effective November 26, 2017. Second by Selectman Gonyer with a unanimous vote.**

II. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated November 7, 2017**

**Selectman Doggett moved to accept the non-public and public meeting minutes dated November 7, 2017 as written. Seconded by Selectman Donovan with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated November 10, 2017**

**Selectman Doggett moved to accept the public meeting minutes dated November 10, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated November 14, 2017**

**Selectman Doggett moved to accept the non-public and public meeting minutes dated November 14, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

III. Scheduled Business

**A. New Fire/Rescue Station**

Construction Manager (CM) Pivero addressed the Board. CM Pivero informed the Board that a binder coat has been installed on a portion of the driveway. Progress is being made on the flooring section for the Administrative offices. The building should be weather tight by the 3<sup>rd</sup> week in December; 2017.

The project is still on schedule to be completed by May 2018.

The Fire Department has posted pictures of the construction progress on their web site and Facebook page.

There has been storm damage to some of the bundled siding being blown around the property. There was enough damage that the Insurance company has been notified and a claim filed.

**B. 2018 Budget Review**

**a. Recreation Commission**

Mr. Stephen St. Cyr informed the Board that the proposed Recreation Commission budget for 2018 was increased to include Old Home Day and salary for a Life Guard for the Town Beach. Chairman Burrill stated that both of these items could be warrant articles.

Selectman Foote asked about Repair line item and why it was increased from \$1,000.00 to \$2,000.00. Mr. St. Cyr stated there are some maintenance and repairs needed at the Town Beach and Greenie Park. Chairman Burrill stated that the remainder of the 2017 funds under line item Repair could be used to repair the fence at Greenie Park. Town Administrator Wrigley stated that in order to encumber the funds, quotes would be needed for the cost to repair the fence. The funds could also come from the Recreation Revolving fund.

Selectman Foote asked if the Recreation Commission would like to bring the Life Guards back. Chairman Burrill stated in the Recreation Commission is looking to bring back Life

Guards at the Town Beach. Selectman Gonyer stated that she would prefer this be a warrant article and removed from the 2018 budget.

Selectman Donovan inquired if the Special Programs line item covered the Senior events. Mr. St. Cyr stated that it does not and that a warrant article will be brought before the Town as in previous years. Selectman Gonyer stated that the inclusion of Olde Home Day in the proposed 2018 Recreation Commission budget would allow the Commission to hold the event albeit a scaled down version of it. Were it a warrant article and it failed to pass, there would be no such event.

Upon further discussion the Board removed the Salary-Beach line item in the amount of \$10,000.00 and to reduce the Special Program to \$11,000.00 from \$13,500.00.

**Selectman Doggett moved to include the 2018 Recreation Commission budget in the 2018 Town's draft budget. Seconded by Selectman Donovan with a unanimous vote.**

There will be a warrant article for Senior Event and Life Guards.

**b. Tree Warden**

Tree Warden Pivero presented the 2018 Tree Warden budget. Tree Warden Pivero is recommending level funding.

**Selectman Doggett moved to include the 2018 Tree Warden budget in the 2018 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.**

**c. Highway Department**

Road Agent Pivero presented the 2018 Highway Department budget. He is recommending level funding. Chairman Burrill asked if keeping the budget level funded is it putting the Department in a position of not being able to do road work that needs to be done. Road Agent Pivero stated that paving of Gale Village Road did not occur this year which affected the paving schedule for 2017. An overlay has since been applied to the road. In 2018 the Highway Department will pave the roads that were scheduled for 2017. The Town received the Additional Highway Block Grant and those funds will be used in 2018 to pave roads thus keeping the 2018 Highway Department budget level funded.

Road Agent Pivero stated that some of the remaining 2017 funds will be used to purchase some new equipment.

Selectman Donovan asked if the Highway Department will need to update the radios in the vehicles. Road Agent Pivero stated that the Police will be giving the Highway Department their old radios which can still be used on the Town's radio frequency. He will need funding to install the radios in the vehicles.

Town Administrator Wrigley stated that the 2018 budget should include the salary increases voted on by the Board in the non-public session. Road Agent Pivero stated that the salary increase will be absorbed in the budget.

**Selectman Doggett moved to include the 2018 Highway Department budget in the 2018 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.**

**C. Letter to resident concerning metal posts in Town's Right of Way**

Road Agent Pivero addressed the Board that it was brought to his attention that a resident installed metal posts along the roadside on George's Way. The metal posts are a safety hazard for snow plow drivers and equipment. The posts freeze and can snap at the base leaving a portion of the post above ground level.

Road Agent Pivero stated that residents are placing the markers in the Town's Right of Way and residents need to be made aware that placing objects in the Town's Right of Way is not permitted.

Selectman Doggett stated that the letter should state that it is not permissible to install any object in the Town's Right of Way. Chairman Burrill stated that the letter should state the RSA that pertains to the Town's Right of Way. After further discussion the Board will sign the letter after the amendments are made.

**Selectman Doggett moved to sign the letter with an amendment to 14 George's Way. Seconded by Selectman Foote with a unanimous vote.**

Road Agent Pivero reminded residents that all sporting equipment such as basketball hoops, hockey nets, etc. need to be removed from the road ways.

Selectman Doggett stated that residents who have plantings along the roadside need to understand that the Town is not responsible for damage done from road maintenance.

**D. 2018 Budget Review –Continued**

**a. Fire Department**

Chief Alcainho presented the 2018 proposed Fire Department budget. Chief Alcainho stated that for 2017, \$19,310.07 will be going back into the Town's General fund, \$15,000.00 from the Grant that will be issued in 2018 and \$4,310.07 from the vehicle lease.

Chief Alcainho stated that the Department received a letter notifying them that the Grant the Fire Department applied for will not be available come January, 2018. He requested that the letter be brought to the local State Representative. Selectman Doggett will hand carry the letter to State Representative Mary Allen.

Chairman Burrill stated that the main increases are line items for the vehicle lease and for vehicle repairs. Chief Alcainho stated that funds from the vehicle maintenance was decreased and added to vehicle repairs which was still \$1,000.00 less than 2017 budget. Selectman Doggett stated that the Medical Supply/Equipment line item was reduced. Chief Alcainho explained that the agreement with Trinity Medical Service states that any medical supplies used on a call will be replaced by Trinity.

**Selectman Doggett moved to include the 2018 Fire Department budget in the 2018 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.**

**E. 2017 Tax Rate**

Selectman Doggett announced the 2017 tax rate went from \$26.16 to \$26.58. The Town's portion remained the same. The County increase was \$.03. The School increase was \$.39.

**F. Liaison to Stewardship Committee**

Chairman Burrill received an email from the Stewardship Committee inviting Chairman Burrill to the liaison for the Board of Selectmen to the Stewardship Committee.

**Selectman Doggett moved to appoint Chairman Burrill liaison to the Stewardship Committee. Seconded by Selectman Gonyer with a unanimous vote.**

**G. Comcast Franchise Fee – Letter to Bookkeeper**

Town Administrator Wrigley explained that the letter is to authorize the Bookkeeper to prepare a check in the amount of \$2,575.63 payable to the Cable Revolving Fund.

**Selectman Doggett moved to sign the letter to the Bookkeeper to prepare a check in the amount of \$2,575.63 payable to the Cable Revolving Fund. Seconded by Selectman Foote with a unanimous vote.**

Selectman Doggett asked if the percentage deposited in the Cable Revolving Fund should be increased due to a technical problem that occurred in the past week during a broadcast of the Planning Board meeting. Secretary Morin explained the problem was due to a power outage and that the AC unit needed to be power cycled. Town Administrator Wrigley stated that the Cable Revolving Fund has sufficient funds to cover the cost of repairs should it be needed.

**H. Dragon Mosquito Permit Application**

Town Administrator Wrigley explained that Dragon Mosquito is starting the State application process for 2018 so that they will be able to spray for mosquito. The Board needs to authorize the Chairman to sign the permit application.

**Selectman Gonyer moved to authorize the Chairman to sign the permit application for Dragon Mosquito. Seconded by Selectman Foote with a unanimous vote.**

Chairman Burrill stated that there were more than usual yellow jacket wasps at the Transfer Station this year. He asked if there was a way to control the pest. Town Administrator Wrigley suggested contacting Pest End who handles the Town's pest issues for next year.

**IV. Announcements**

Chairman Burrill announced that a private organization will be holding a Turkey Trot on November 22, 2017. Further information is available at the Town's web site.

## **Fire Department – Resignation**

**Selectman Doggett moved to accept the resignation of Danielle French from the Fire Department with thanks and gratitude effective October 26, 2017. Seconded by Selectman Gonyer with a unanimous vote.**

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

#### **➤ Manifest**

**Selectman Doggett moved to sign vendor manifest dated November 21, 2017 in the amount of \$106,768.84. Seconded by Selectman Donovan with a unanimous vote.**

**Selectman Doggett moved to sign payroll manifest for pay period October 29, 2017 – November 11, 2017 with a pay date of November 16, 2017. Seconded by Selectman Foote with a unanimous vote.**

#### **➤ Requisitions**

**Selectman Doggett moved to sign requisition # 2540 in the amount of \$381.00 for 20 more Senior Lunches to be held at the Roma Restaurant. Seconded by Selectman Foote with a unanimous vote.**

Selectman Gonyer asked about the email received from the Executive Council concerning property in Newton that the State will be surveying the boundaries of. Selectman Doggett explained that the State is updating their maps to include accurate topographical data.

Selectman Gonyer asked about the email received from the Executive Council concerning a grant to purchase fingerprinting equipment. The Board would like to have Chief Jewett follow up on this.

**The Board of Selectmen wished everyone a Happy Thanksgiving.**

### **VI. Adjourn**

**Selectman Doggett moved to adjourn at 8:16pm. Seconded by Selectman Foote with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary