



**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

NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, February 6, 2018

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; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The non-public session minutes were transcribed and typed by Nancy J. Wrigley. The public meeting was audio and video taped. 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 Gonyer 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 6:55pm. Seconded by Selectman Donovan 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 a pay increase for Fire Captain Scott Dole from Grade XX Step 10 to Grade XXI Step 10 effective 02/13/18; a pay increase for Recreation Secretary Patricia Masterson from Grade VI Step 1 to Grade VI Step 2, effective 02/18/18; and a pay increase for Transfer Station Attendant Frank Galarza from Grade V Step 1 to Grade V Step 3, effective 02/18/18. Seconded by Selectman Gonyer with a unanimous vote.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated January 15, 2018

Selectman Doggett moved to accept the non-public and public meeting minutes dated January 15, 2018 as written. Seconded by Selectman Foote with a unanimous vote.

Selectmen's Keno public hearing meeting minutes dated January 15, 2018

Selectman Doggett moved to accept the Keno public hearing meeting minutes dated January 15, 2018 as written. Seconded by Selectman Foote with a unanimous vote.

Selectmen's 2018 Budget and Warrant Articles public hearing meeting minutes dated January 15, 2018

Selectman Doggett moved to accept the 2018 Budget and Warrant Articles public hearing meeting minutes dated January 15, 2018 as written. Seconded by Selectman Donovan with a unanimous vote.

Selectmen's public meeting minutes dated January 27, 2018

Selectman Doggett moved to accept the public meeting minutes dated January 27, 2018 as written. Seconded by Selectman Donovan with a unanimous vote.

III. Scheduled Business

A. Fire/Rescue Station --- Tabled

B. Town Hall – Phone system upgrade and quote

Secretary Morin reviewed the proposal provided by Mr. Dennis Sweeney company, First Access Technologies, for a used digital phone system to replace the analog phone system in the Town Hall. The system is valued at \$10,000.00. Mr. Sweeney's company will sell the entire system to the Town for \$2,600.00. The cost includes equipment, installation, software updates, programming and training.

Mr. Sweeney addressed the Board to further explain some of the capabilities of the new phone system. He explained that the system is in excellent condition with little or no wear on the phones. The system will use the existing wiring in the Town Hall. For future consideration, the system can be integrated with other Town locations to allow 3-digit dialing as well as upgrading to VoIP (Voice of IP). The system can be managed on site by an employee that he will train.

The phone system would currently run over the established landline. There is an automated attendant that would be used as a backup should the landline or IP connection go down.

Selectman Foote asked if Mr. Sweeney if he would accept \$2,400.00 for the system if the Board were to sign the proposal tonight. Mr. Sweeney stated that he would accept \$2,400.00 if the Board signed the proposal tonight.

Selectman Foote moved to sign the quote from First Access Technologies providing the company will accept \$2,400.00 for the new phone system for the Town Hall which will allow the Town Hall to communicate with the Fire and Police Departments using a 3-digit extension and will provide more advanced technologies. Seconded by Selectman Donovan with a unanimous vote.

Selectman Foote moved to authorize Chairman Burrill to sign the proposal from First Access Technologies for the new phone system in the amount of \$2,400.00. Seconded by Selectman Donovan with a unanimous vote.

C. Police – Field Training Officer Compensation – Tabled

D. Police – Record Storage proposal – Tabled

E. Proposed Transfer Station Policy update – Commercial Haulers

Selectman Gonyer reviewed the proposed policy to allow commercial haulers to dispose of Newton residential household refuse at the Transfer Station.

Chairman Burrill suggested that the Town run a pilot program to gather data on the effects of allowing commercial haulers to dispose residential refuse. He suggested a 3-month duration. Selectman Gonyer and Foote expressed concerns that a 3-month pilot program may not be long enough because the hauler would be investing time and money and it will take time to establish their clientele. Upon further discussion, the Board decided to run the program until December 2018.

Selectman Gonyer explained how the lottery system would work. Prior year haulers would be given preference for permits. Should the hauler not renew, or the Board denies a permit, then a lottery would be used to issue the released permit.

Selectman Donovan expressed concern about the number of trash bags a single truck can carry. Upon further discussion the Board concluded that the policy could be amended to adjust the amount a hauler can dispose of.

Town Administrator Wrigley asked which fund the \$500.00 permit fee will be deposited into. The Board agreed that the funds would be deposited into the Transfer Station/Recycling Special Revenue Fund.

Selectman Foote questioned the requirement for commercial liability insurance. Selectman Gonyer explained that the appropriate commercial liability will cover the Town should an accident, damage or other issue occur that was caused by the hauler at the Transfer Station.

Mr. Steve St. Cyr addressed the Board. He stated his appreciation to both Selectmen Gonyer and Doggett for the time and effort put into the drafting of the policy. He believes it's a well thought out plan.

Selectman Donovan expressed concern that a hauler could come in with 80 bags of refuse and jam the compactor. Mr. St. Cyr stated that at this time there is no way to know the answer.

Chairman Burrill stated that this program might help reduce the traffic at the Transfer Station. He stated that the volume of refuse should not increase as it is coming from within the Town.

Selectman Doggett stated that the guidelines restrict the size of vehicles that can be used. Selectman Gonyer stated that the full impact will not be known until after the pilot program. If after the pilot program it is decided that more equipment or employees are needed to handle

the program the permit fee could be adjusted to cover the expenses, so the tax payers would not bear the burden.

Selectman Donovan asked if there is a problem at the Transfer Station, will the haulers be able to drop off the bags as residents can do? Selectman Gonyer stated the haulers would not be allowed to drop the bags off. Selectman Donovan would like to have the policy amended to state that haulers cannot drop off trash bags if there is a problem or issue with the compactors at the Transfer Station.

Selectman Doggett moved to adopt this policy as a parameter for a pilot program. Selectman Foote seconded for discussion.

Selectman Gonyer would like to amend the parameters to not allow haulers to drop off trash bags if there is an issue/problem at the Transfer Station.

The motion passed with a 4 – 1 vote. Chairman Burrill – aye, Selectman Gonyer – aye, Selectman Foote – aye, Selectman Doggett – aye, Selectman Donovan – nay.

The next step is to place a posting on the Town's website to solicit letters of interest for the pilot program. Letters of interest will need to be submitted by February 28, 2018. No funds will be spent on advertising.

The Board will work with the Transfer Station employees to ensure they understand the pilot program.

F. Memo – Harassment Training

Secretary Morin explained that a memo was sent to all Department Heads requiring employees and strongly encouraging elected officials, board and committee members and volunteers attend the Harassment Training session to be held on February 28, 2018 at 6:00pm in the Town Hall.

Town Administrator Wrigley stated that the training session was requested by the Fire Department. She explained that the Town's insurance company, Primex, will be providing the onsite training and a webinar for those that cannot attend. She would like to get an opinion from the Board that employees should attend in person unless there is a conflict. If the employee does take the webinar a certificate is issued upon completion.

The Board would like to see all attend in person. The Department Head should make the final decision who should take the webinar.

G. Request for interest refund – map 13-2-14-2 and map 7-3-28-20

a. Map 13-2-14-2

Town Administrator Wrigley explained that the tax payer was late due to a medical issue.

Selectman Doggett moved to refund interest payment on taxes in the amount of \$18.61 for map 13-2-14-2. Seconded by Selectman Donovan with a unanimous vote.

b. Map 7-3-28-20

Town Administrator Wrigley explained that the tax payer's bank sent the check, but the Tax Collector did not receive the payment by the due date. The tax payer has been using this method for several years without any issues.

Selectman Doggett moved to refund interest payment on taxes in the amount of \$41.81 for map 7-3-28-20. Seconded by Selectman Gonyer with a unanimous vote.

H. Update – Sanborn School Board joint meeting

Chairman Burrill stated that he spoke with the Chairman of the Sanborn Regional School Board. The School Board is willingly to meet with the Board of Selectmen if there is a set agenda. Chairman Burrill asked members of the Board to send him items they would like to have on the agenda. The available dates in April 2018 are the second and fourth Wednesday night.

I. Comcast Franchise Fee – Letter to Bookkeeper

Selectman Doggett read a memo instructing the Bookkeeper to prepare a check in the amount of \$2,462.66 to be deposited into the Cable Revolving Fund. Selectman Doggett noted that the revenues were for 2017 not 2016 as stated in the letter.

Selectman Doggett moved to amend the letter to reflect 2017 as the correct year for revenues received and to sign the letter to Bookkeeper Hughes instructing her to prepare a check in the amount of \$2,462.66 to be deposited into the Cable Revolving Fund. Seconded by Selectman Foote with a unanimous vote.

IV. Announcements

- Selectman Doggett announced that on 01/30/2018 the Board signed the vendor manifest dated 01/30/2018 in the amount of \$1,049,771.00 of which \$1,000,000.00 went towards the February Sanborn Regional School District payment.
- Selectman Doggett announced that on 01/30/2018 the Board signed the New Fire/Rescue manifest dated 01/30/2018 in the amount of \$58,399.25
- Candidate's Night – Secretary Morin announced that all candidates and residents are welcome to attend February 26, 2018 at 7:00pm. The event will be held at the Town Hall.
- Appointments – Conservation Commission:

Selectman Gonyer moved to appoint Molly Wilson as a member of the Conservation Commission with a term expiration of April 1, 2019. Seconded by Selectman Foote with a unanimous vote.

- Chairman Burrill announced that the deliberative session is available on the Town's web site and Comcast channel 20. Also available are the 2018 Budget and Warrant Articles along with a Voter's Guide. Elections will be held on March 13, 2018 from 8:am – 8:00pm at the Town Hall.
- Selectman Doggett announced that the deliberative session for the Sanborn Regional School District has been postponed to Thursday, February 8, 2018. The offices of the Town Administrator, Selectmen and Planning Board office will close early so employees may attend the school deliberative session.

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

➤ Manifest

Selectman Gonyer moved to sign vendor manifest for dated February 6, 2018 in the amount of \$66,239.62. Seconded by Selectman Doggett with a unanimous vote.

Selectman Gonyer moved to sign vendor manifest for New Fire/Rescue Station dated February 6, 2018 in the amount of \$32,855.91. Seconded by Selectman Doggett with a unanimous vote.

Selectman Donovan moved to sign payroll manifest for pay period 01/07/2018 – 01/20/2018 with a pay date of 01/25/2018. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Donovan moved to sign payroll manifest for pay period 01/21/2018 – 02/03/2018 with a pay date of 02/08/2018. Seconded by Selectman Foote with a unanimous vote.

➤ Veteran's Tax Credit

Selectman Foote moved to sign Veteran's Tax Credit for map 13-2-15-17 for tax year 2018. Seconded by Selectman Donovan with a unanimous vote.

➤ Requisitions

Selectman Foote moved to sign requisition #2018003 in the amount of \$121.01 for the Cable Committee for replacement monitor. Seconded by Selectman Donovan with a unanimous vote.

VI. Adjourn

Selectman Doggett moved to adjourn at 8:36pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary