



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

DATE: TUESDAY, May 1, 2018

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Donovan called the meeting to order at 6:00pm. In attendance were Selectmen, Donovan Jr., Chairman, Lisa L. Gonyer, Vice-Chairman, Lawrence B. Foote, James L. Doggett, Matthew A. Burrill, 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 public meeting minutes were transcribed and typed by Diane M. Morin. The non-public session minutes were transcribed and typed by Nancy J. Wrigley.

**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 Burrill with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.

Selectman Burrill moved to close the non-public at 7:08pm. Seconded by Selectman Foote with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Doggett – aye, Burrill – 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. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett announced that Joshua Stevens probationary period has ended and that he was promoted to Part-time Certified Post Probationary Patrolman Grade XIII Step 9.

Selectman Doggett announced that Ryan Greary's probationary period has ended and that he was promoted to Full-time Certified Post Probationary Patrolman Grade XX Step 8.

II. Scheduled Business

A. New Fire/Rescue Station

a. Project Update

Construction Manager Pivero(CM) addressed the Board. CM Pivero stated that the project is moving forward. The interior is almost completed, and site work is now underway. Power has been connected to the building by Unitil. There are still some approvals and clarification needed from the State. The project is still within the budget and expected completion is about 6 weeks.

CM Pivero stated that the current generator at the Central Fire Station does not have the power to run the new Fire/Rescue Station. Selectman Foote stated the EMD (Emergency Management Department) has proposed a \$30,000.00 budget to Seabrook Nuclear Facility to cover the cost of a new generator and that they should hear back sometime in June. If the budget is not approved, the EMD will look into available grants. Selectman Foote recommends holding off on purchasing a new generator until all avenues have been exhausted. CM Pivero stated the it would be the Board's decision to open the station without a backup generator however, the building has been wired for a generator.

Upon further discussion, the Board will wait until the EMD hears back from Seabrook Nuclear Facility and the proposed grants.

B. Road Agent

Selectman Burrill asked Road Agent Pivero for an update on the conditions of Town roads. Road Agent Pivero addressed the Board. He stated that the past winter was hard on the roads. There are several roads with potholes and break outs. The Highway Department has been working to repair the damage.

Road Agent Pivero stated that he has hired a private company to remove dangerous branches that are hanging over the roadway.

Road Agent Pivero stated he is in contact with the State Department of Transportation for issues with State owned roads.

III Approval of Minutes

Selectmen's non-public and public meeting minutes dated April 17, 2018

Selectman Burrill moved to accept the non-public and public meeting minutes dated April 17, 2018 as written. Seconded by Selectman Foote with a unanimous vote.

III Cont -- Scheduled Business

C. Fire Department – lease agreement

Chairman Donovan stated that this is the lease agreement agreed to in January 2018.

Selectman Doggett moved to authorize the Chairman to sign the lease agreement for the Fire Department pickup truck. Seconded by Selectman Gonyer with a unanimous vote.

D. Transfer Station – review release of liability form

Secretary Morin stated that the Town's insurance company reviewed the liability release form. The insurance company recommended adding more verbiage to cover more possible injuries that could occur.

Selectman Burrill moved to abandon allowing residents to remove wood from the pile. Seconded by Selectman Gonyer with a unanimous vote.

Transfer Station Attendant Kozec stated that residents have been allowed to take wood from the pile without signing a release form. Selectman Burrill stated that we should not allow residents to take from the pile. A memo will be sent to the Transfer Station Manager informing him that residents are not be allowed to remove debris from the pile.

Transfer Station Attendant Kozec asked if the form for the movable stairs was ready. Town Administrator Wrigley stated that it is still being worked on by the Building Inspector.

E. Pilot Program – Commercial Trash Hauler SOP

Mr. Steve St. Cyr addressed the Board. He submitted his SOP to the Board for their review. Selectman Foote addressed the question Mr. St. Cyr asked to allow him to bring household trash to the Transfer Station on Saturdays. Selectman Foote stated that allowing him to drop off trash on Saturday would not be a fair practice to those trash haulers who did not apply for the pilot program because of the limited days they would be allowed to drop trash off.

Selectman Gonyer stated that limiting the days to Tuesday and Thursday was on the advice of the Transfer Station Manager.

Mr. St. Cyr asked if he could use a trailer along with his pickup truck. Chairman Donovan stated that the guidelines specify no trailers. Selectman Burrill stated we should follow the guidelines set forth for the pilot program. As the program progresses the guidelines may or could be adjusted.

Chairman Donovan stated he has been made aware of a group of residents that would like to rescind the warrant article. They felt that the warrant article was misleading. They were under the impression that it would give the Board the authority to investigate the feasibility of such a program. Mr. St. Cyr stated that he was also under the same impression. Selectman Burrill stated we should proceed with the pilot program using the guidelines agreed to.

F. Forest Fire – bill for completed training

Selectman Doggett moved to sign the Forest Fire report bill for Mr. Robert Zalenski for training he completed as a Fire Warden. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Burrill read the warrant article that voters passed in March 14, 2017. Warrant Article 13: To see if the Town will vote to authorize the Board of Selectmen to develop and implement policies which would allow and regulate private trash haulers wishing to offer, for a fee, Newton residents curbside pick-up and unloading it at the Newton Transfer Station.

G. Right to Know Law workshop

Secretary Morin reviewed the options for attending or hosting a Right to Know workshop. One option is to attend a full day workshop in Rochester NH at a cost of \$90.00 per person. Another option is to host a workshop at the Town Hall for a flat fee of \$550.00. The Board asked Secretary Morin to investigate hosting a workshop either June 4, 18, 25th or a Tuesday when the Board usually meets. All departments, boards, committees and commissions will be invited. If there is available space, local area Towns and School Boards will be invited as well.

H. MS4 Storm water report

Selectman Doggett stated that the permit report needs to be signed by the Chairman. The report is an update on the MS4 permit application. Town Administrator Wrigley stated that the permit will need to be reviewed again in July. Selectman Doggett stated that the Rockingham Planning Commission is working with the Planning Board on the full MS4 application.

Selectman Doggett moved to authorize the Chairman sign the MS4 update. Seconded by Selectman Gonyer with a unanimous vote.

I. Selectmen's By-Laws – Review

Selectman Gonyer reviewed the Selectmen By-Laws that the Policy Sub-Committee is recommending adopting by the Board,

Selectman Burrill stated that the process of sending documents for review needs improvements. He recommends that a "marked up" version be sent so that recommended changes can be easily viewed. He also recommends that the documents include a revision summary along with reviewers' names.

Selectman Doggett moved to accept the Selectmen's By-Laws as written. Seconded by Selectman Burrill with a unanimous vote.

J. 2018 Salary Matrix – Tabled

K. Lease agreement – 8 Merrimac Road

Selectman Doggett moved to renew the lease agreement with Civil Construction for office space at 8 Merrimac Road. Seconded by Selectman Gonyer with a unanimous vote.

III. Announcements

Town Administrator Wrigley stated that the Transfer Station Voucher has been mailed to residents and that they expire December 2018. Selectman Burrill stated that the vouchers sent out are not for the new warrant article. Selectman Gonyer stated the Policy Sub-Committee will be writing an eligibility policy for next year's vouchers in accordance with the warrant article passed in March 2018.

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

➤ Appointments

Board of Appeals – 3-year term – Mr. Thomas R. McElroy and Mr. Frank Gibbs
Selectman Burrill stated that the Board has no authority to appoint members of the Board of Appeals. The members of the Board of Appeals are appointed by the Town Moderator.

Selectman Burrill moved to accept the recommendations for appointments to the Board of Appeals by the Town Moderator. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Doggett moved to appoint Kathryn Drouin to a 1-year term as the Animal Control Officer. Seconded by Selectman Gonyer with a unanimous vote.

➤ Manifest

Selectman Doggett moved to sign vendor manifest for dated May 1, 2018 in the amount of \$454,076.64 of that \$360,000.00 is for the May school payment. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Gonyer moved to sign vendor manifest for New Fire/Rescue Station dated May 1, 2018 in the amount of \$57,928.14. Seconded by Selectman Doggett with a unanimous vote.

Selectman Burrill moved to sign payroll manifest in the amount of \$58,176.20 for pay period April 15, 2018 – April 28, 2018 with a pay date of May 4, 2018. Seconded by Selectman Gonyer with a unanimous vote.

➤ Requisitions

Selectman Burrill moved to sign requisition #2563 for the Forestry Department in the amount of \$996.93 for hoses and nozzles. Seconded by Selectman Foote with a unanimous vote.

Selectman Foote moved to sign requisition #2564 for the Forestry Department in the amount of \$1,769.72 for protective clothing. Seconded by Selectman Burrill with a unanimous vote.

➤ Other Business

Secretary Morin informed the Board that a tree is on the roof of the barn at the Marshall House. The cost to remove only the tree is \$250.00. To have the tree and wood removed the cost is \$1,000.00.

Selectman Burrill moved to have the tree removed from the barn roof at the Marshall House at a cost of \$250.00. Seconded by Selectman Doggett with a unanimous vote.

V. Adjourn

Selectman Doggett moved to adjourn at 8:24pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary