



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

**DATE: TUESDAY, May 15, 2018**

**TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

The Board of Selectmen began the meeting at the new Fire/Rescue Station at 8 Merrimac Road.

Chairman Donovan called the meeting to order at 6:00pm. In attendance were Selectmen, Robert S. 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 and a portion of the non-public session minutes were transcribed and typed by Diane M. Morin. The HR portion of the non-public session minutes were transcribed by Nancy J. Wrigley.

**II. Scheduled Business**

**A. New Fire/Rescue Station**

**a. Project Update**

The Board toured the Fire/Rescue Station.

Construction Manager (CM) Mike Pivero addressed the Board. CM Pivero stated that the project is behind by about 3 weeks due to a drainage issue within the apparatus bay.

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

**Nonpublic Session under RSA 91-A:3 II (c) - Reputation**

**Selectman Doggett moved to go into non-public session at 6:03pm under RSA 91-A: 3 II (a) – (c) HR Matters and Reputation. Seconded by Selectman Gonyer with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.**

Selectman Burrill asked why this meeting was in non-public as he did not believe the Board should be in non-public. Chairman Donovan stated that reputations could be damaged.

The Board suspended the non-public session at 6:42pm to relocate to the Town Hall. The Board reconvened the non-public session at 6:52pm in the Selectmen's Office.

**Selectman Doggett moved to close the non-public session at 7:56pm. Seconded by Selectman Burrill 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 except to announce the following employee promotions. Seconded by Selectman Gonyer with a unanimous vote.**

Selectman Doggett announced that Firefighter/EMT Joel Lavallee was removed from probationary status and promoted to Grade XII Step 9 effective May 13, 2018.

Selectman Doggett announced that Firefighter Robert Heusser was removed from probationary status and promoted to Grade XII Step 10 effective May 13, 2018.

### III. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated May 1, 2018**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated May 1, 2018 as written. Seconded by Selectman Foote with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated May 7, 2018**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated May 7, 2018 as written. Seconded by Selectman Foote with a unanimous vote.**

### IV. Scheduled Business

#### **A. Transfer Station – review safety form**

Selectman Doggett reviewed the checklist form to be used by Transfer Station employees when the portable steps to the dumpsters are re-positioned.

**Selectman Burrill moved to adopt the checklist as written. Seconded by Selectman Doggett with a unanimous vote.**

#### **B. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$80.00 from Newton Historical Society to the Newton Food Pantry**

**Selectman Foote moved to accept and expend unanticipated funds in the amount of \$80.00 from the Newton Historical Society to the Newton Food Pantry. Seconded by Selectman Gonyer with a unanimous vote.**

#### **C. Comcast Franchise Fee – Memo to Bookkeeper**

**Selectman Burrill moved to sign the letter to Bookkeeper Hughes instructing her to prepare a check in the amount of \$2,320.74 to be deposited into the Cable Revolving Fund. Seconded by Selectman Foote for discussion.**

Selectman Doggett asked if there were enough funds in the Cable Revolving Fund to replace faulty equipment. Town Administrator Wrigley stated that there are sufficient funds in the Cable Revolving Fund.

**The motion passed with a unanimous vote.**

**D. Personnel Policy – review**

Selectman Gonyer reviewed the changes to the Personnel Policy where employees who work a Monday – Thursday schedule would be given a floating holiday if the holiday falls on a Saturday.

Selectman Burrill asked if the Police, Fire and Highway Department Heads have reviewed the changes. Selectman Gonyer said they have not. Selectman Burrill requested that the all Department Heads review the changes prior to the Board approving the change. Selectman Gonyer will send an email to the Department Heads with the proposed change.

**E. Residential Sticker Policy – review**

Selectman Doggett reviewed the proposed change to the Residential Sticker Policy. The proposed change would allow residents to obtain a mirror tag that would be assigned to the resident's physical address instead of a vehicle. This would allow those without a vehicle or not able to drive to have another person take their household trash and recyclable items to the Transfer Station.

Town Administrator Wrigley asked what requirements are needed to obtain a mirror tag. Selectman Gonyer stated they would need to provide proof of residency.

Selectman Burrill stated that the Board should hold off approving the change until the Town Administrator Wrigley and the Transfer Station Manager review the changes.

Selectman Gonyer stated that this is a policy which is under the prevue of the Board and that implementing the policy through procedures could be reviewed by those departments that would be affected by it.

**F. New Fire/Rescue Station**

**a. Fire Alarm Contract**

Town Administrator Wrigley reviewed the cost of the contract for the new alarm monitoring system. The Board needs to authorize the Chairman to sign the contract. The system is already activated and being monitored. The yearly cost is \$552.00.

**Selectman Foote moved to authorize the Chairman to sign the new monitoring alarm contact with Central Alarm Monitoring at a yearly cost of \$552.00. Seconded by Selectman Burrill with a unanimous vote.**

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

➤ Other Business

2018 Matrix – Town Administrator Wrigley reviewed the pay scale for 2018 and requested the Board approve the 2018 Matrix.

Selectman Burrill noted that the Selectman matrix was incorrect stating payment is issued quarterly rather than monthly and that needs to be corrected prior to the Board approval.

Selectman Gonyer questioned if the 2018 Matrix has duplicate information for the snow plow contractors in another document. Town Administrator Wrigley will verify if the information is duplicated in another document.

Tax Collector Warrant – Town Administrator Wrigley explained that the Town Assessor prepared the tax warrant and requested the Board sign it.

**Selectman Gonyer moved to sign the Tax Collector's Warrant authorizing the Tax Collector to collect taxes in the amount of \$6,719,334.00 for the first half of 2018. Seconded by Selectman Burrill with a unanimous vote.**

➤ Correspondence

Letter from Sanborn Regional HS Music Department – Selectman Burrill was notified by the Sanborn High School Music Director that the High School Band will not be able to participate in the Memorial Day Parade due to lack of band members being available.

Invitations to local businesses to participate in Memorial Day Ceremony – Selectman Burrill requested that the Chairman sign a letter to local businesses inviting them to participate in the Memorial Day Parade. Chairman Donovan agreed to sign the letters.

➤ Manifest

**Selectman Doggett moved to sign vendor manifest for dated May 15, 2018 in the amount of \$86,346.13. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Doggett moved to sign vendor manifest for New Fire/Rescue Station dated May 15, 2018 in the amount of \$2,256.56. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Gonyer moved to sign payroll manifest in the amount of \$42,698.98 for pay period April 29 – May 12, 2018 with a pay date of May 17, 2018. Seconded by Selectman Doggett with a unanimous vote.**

➤ Veteran's Tax Credit

**Selectman Burrill moved to sign denial for Veteran's Tax Credit for map 17-4-6 as applicant does not meet criteria. Seconded by Selectman Gonyer with a unanimous vote.**

➤ Requisitions

**Selectman Burrill moved to sign requisition #2567 in the amount of \$94.94 for the Recreation Commission for American Flags and assorted wrapped candy to be handed out at the Memorial Day Parade. Seconded by Selectman Foote with a 4 to 1 vote in favor. Selectman Doggett voted nay to the candy.**

**Selectman Burrill moved to sign requisition #2566 in the amount of \$161.19 for the Recreation Commission for printing Memorial Day Ceremony programs. Seconded by Selectman Foote with a unanimous vote.**

Selectman Burrill announced the Memorial Day Parade will be held on May 28, 2018. Step off will begin at the Central Street Fire Station at 10:00am. The parade route will head north on route 108, left on Highland Street with a stop at the Highland Cemetery. Then proceed to Whittier Street to the Willow Grove Cemetery where a memorial service for our fallen heroes will be held. Should there be inclement weather the parade will be canceled but the memorial service will take place. Please check the Town web site for updates.

VI. Adjourn

**Selectman Doggett moved to adjourn at 8:53pm. Seconded by Selectman Gonyer with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary