



**Office of the Board of Selectmen  
2 Town Hall Road, Newton, NH 03858  
Tel: 382-4405 Option 5 Fax 382-9140**

[www.newton-nh.gov](http://www.newton-nh.gov)

**NEWTON BOARD OF SELECTMEN**

**DATE: TUESDAY, June 5, 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, Robert S. Donovan Jr., Chairman, Lisa L. Gonyer, Vice-Chairman, 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 and typed by Nancy J. Wrigley. Selectman Lawrence B. Foote was excused this evening.

**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: Donovan – aye, Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Burrill moved to close the non-public session at 7:16pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Donovan – aye, Gonyer – 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 Burrill with a unanimous vote.**

**II. Approval of Minutes**

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

**Selectman Burrill moved to accept the non-public and public meeting minutes dated May 15, 2018 as written. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated May 21, 2018**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated May 21, 2018 as written. Seconded by Selectman Gonyer with a unanimous vote.**

III. Scheduled Business

**A. Transfer Station – Primex onsite visit**

Chairman William Landry from the Joint Loss Management Committee (JLMC) addressed the Board. Mr. Landry stated that the reason he is here is because of the proposed changes at the Transfer Station where residents will be allowed to dispose of bulk items by entering the container or using the portable steps. Mr. Landry informed the Board that he has been in contact with the Town's insurance provider, Primex, inquiring if Primex had a policy and procedure template that the Town could reference to create our own policy and procedure for this type of activity. Mr. Landry stated that he received a response from Primex stating that this was a first for them and would like to visit the site to see exactly what the Town is proposing. Mr. Landry is asking for Board approval to allow Primex on site.

The Board agreed that allowing Primex on site was in the best interest of the Town.

Transfer Station Attendant (TSA) Kozec addressed the Board and informed them that Mr. St Cyr, Commercial Trash Hauler, will be starting the week of June 10, 2018. TSA Kozec asked if the Transfer Station will be given a list of Mr. St. Cyr's residential customers. Selectman Gonyer affirmed that a list should be provided to the Transfer Station. Selectman Gonyer stated that the list is needed to confirm that all customers are Town residents and to keep track of the amount of trash that is being disposed of.

Transfer Station Manager (TSM) Gagnon asked if the stickers on the trash bags will have the residents name and address. Selectman Gonyer stated the sticker will have the commercial haulers name on it.

Selectman Burrill asked TSM Gagnon to provide feedback on how the commercial trash hauler pilot program is working.

**B. Review – Recommended changes to Residential Sticker Policy**

Town Administrator Wrigley stated that all Department Heads were emailed the recommended Residential Sticker Policy changes. There were no concerns from any Department Heads with the recommended changes of who is eligible for a mirror tag.

TSM Gagnon stated that as long as the tag has the resident's name and address he is good with the change. Selectman Gonyer stated that the Transfer Station may want to keep track of the number of times the tag is used in single day.

Town Administrator Wrigley asked if a request for a mirror tag for a resident that did not want to use their own vehicle is allowed. Selectman Gonyer stated that the resident can request a mirror tag on a temporary basis. Selectman Doggett stated that a resident with a registered vehicle would not get a mirror tag as a permanent replacement for the resident sticker unless the resident request is for a temporary tag for things such as a lack of a vehicle or disabled due to an injury. The request would be taken on a case by case basis.

**Selectman Doggett moved to adopt the recommended changes to the Residential Sticker Policy as printed. Seconded by Selectman Burrill for discussion.**

Town Administrator Wrigley asked if the Board is interested in doing a waiver for those that request a mirror tag for another resident. Selectman Burrill stated a waiver should not be used. The decision to grant a mirror tag will left to the discretion of the Town Administrator or Selectmen Secretary.

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

TSA Kozec stated residents that register their vehicles online do not receive a residential sticker and asked what should be done. Chairman Donovan stated that the resident will need to pick up their sticker at the Town Hall.

Selectman Burrill asked what the procedure is for those that come with a trailer full of debris. TSA Kozec stated that they ask for identification and registration.

### **C. New Fire/Rescue Station**

#### **a. Quote -- Network Hardware**

Secretary Morin explained that the Town's IT provider, RMON, provided a quote for new network hardware equipment for the new Fire/Rescue Station. The existing network hardware at the Central Fire Station is inadequate to handle the network traffic and that the Fire Department has connection issues due to the old equipment. The quote from RMON is to upgrade the network which includes installation at a cost of \$10,385.85.

Selectman Burrill asked which budget this would come from. Town Administrator Wrigley stated that it should not come out of the Bond.

Secretary Morin recommended that the Town utilize RMON to place the order.

Selectman Burrill asked if this was part of the new Fire/Rescue building plan. Chairman Donovan stated he thought this equipment was to be purchased through a grant. Selectman Burrill asked if this purchase could wait until the Fire Chief can review his budget to see if the cost can be absorbed within the Fire Department 2018 budget.

The Board will re-visit this matter at their meeting on June 19, 2018.

### **D. 2018 Matrix**

**Selectman Doggett moved to adopt the 2018 Matrix as listed with all spelling errors corrected. Seconded by Selectman Gonyer with a unanimous vote.**

Selectman Doggett stated that he has been working with Town Administrator Wrigley on a new expanded matrix.

**E. Continue --New Fire/Rescue Station**

**a. Easement Deed**

The Town has received a copy of the easement granted to Unitil for power lines to the new Fire/Rescue Station. The Board thanked the Bearce's for allowing Unitil to use their private utility poles on behalf of the Town.

**F. Review – Recommended changes to Personnel Policy**

Selectman Gonyer reviewed the request from the Town Tax Collector's Office. The Office would like to see a Saturday or Sunday holiday observed the following Monday. Upon further discussion the Board will keep the floating holiday as the Tax Collector can choose when to close the office and the employee could use the floating holiday for the day the office is closed.

**Selectman Doggett moved to adopt the recommended changes to the Personnel Policy to have Saturday holidays observed as a floating holiday for those eligible employees that work a Monday – Thursday schedule. Seconded by Selectman Burrill with a unanimous vote.**

**G. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$25.00 from Edward A. Cunningham**

Selectman Doggett noted the check was made out to the Town of Newton for a copy of the 2016 general election voter list and not to the Food Pantry. Town Administrator Wrigley asked to hold off on the motion until the matter is clarified.

**IV. Announcements & Appointments**

➤ **Announcements**

Selectman Doggett announced that on May 21, 2018 the Board hired David Glover as a Part-time Seasonal Transfer Station Attendant at Grade V Step 1, beginning May 24, 2018 and ending September 1, 2018 pending a background check.

Selectman Doggett announced that the Board signed the vendor manifest dated 05/29/2018 in the amount of \$321,818.43 of that \$299,943.00 went towards the June Sanborn Regional School District payment.

Selectman Doggett announced that the Board signed the fire/rescue manifest dated 05/28/2018 in the amount of \$102,794.67.

Selectman Doggett announced that the Board signed the payroll manifest in the amount of \$62,146.05 for pay period 05/13/2018 - 05/26/2018 with a pay date of 05/31/2018.

➤ **Appointments**

**Selectman Doggett moved to appoint Angela McVey to a 1-year term as an Alternate member of the Recreation Commission. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Burrill moved to forward Robert Zalenski appointment to a 3-year term as an Alternate member of the Planning Board to the Town Clerk. Seconded by Selectman Doggett with a unanimous vote.**

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

➤ Manifest

**Selectman Gonyer moved to sign vendor manifest for dated June 5, 2018 in the amount of \$54,679.99. Seconded by Selectman Burrill with a unanimous vote.**

➤ Tax Credit

**Selectman Gonyer moved to sign Veteran's Tax Credit for map 10-2-10-12 for tax year 2018. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign denial for Elderly Exemption for tax map 4-5-14-12 because applicant does not meet criteria. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Burrill moved to sign denial for Elderly Exemption for tax map 1-1-7 because applicant does not meet criteria. Seconded by Selectman Doggett with a unanimous vote.**

➤ Requisitions

**Selectman Burrill moved to sign requisition #3032 for the Recreation Commission in the amount of \$650 to reserve Wally the Red Sox Mascot for an appearance at Olde Home Day, September 15, 2018. Seconded by Selectman Doggett with a unanimous vote.**

Selectman Doggett reminded the Board of an invitation to an informational meeting being held by the Planning Board regarding the MS4 report at the Town Hall on June 26, 2108. Selectman Doggett stressed that the meeting is extremely important and ask that department, boards, commission, and committees send representatives as well.

Chairman Donovan thanked all those who were involved with the Memorial Day Parade and Ceremony. Selectman Burrill hopes that the Sanborn High School Band will be able to participate in next year's event.

VI. Adjourn

**Selectman Doggett moved to adjourn at 8:12pm. Seconded by Selectman Gonyer with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary