



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

**DATE: TUESDAY, August 21, 2018**

**TIME: 6:00PM**

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

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Vice Chairman Gonyer called the meeting to order at 6:04pm. In attendance were Selectmen, 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 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. Excused this evening were Selectmen Robert S. Donovan Jr., Chairman, and Lawrence B. Foote.

**Nonpublic Session under RSA 91-A:3 II (b) -- Hiring**

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

**Selectman Doggett moved to go into non-public session at 6:04pm under RSA 91-A: 3 II (b)--Hiring and (c)--Reputation. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.**

**Selectman Burrill moved to close the non-public session at 7:07pm. Seconded by Selectman Doggett with a unanimous roll call vote: 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 (b) - Hiring and (c) - Reputation 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.**

Vice Chairman Gonyer announced that Selectmen Donovan and Foote were excused this evening.

**II. Approval of Minutes**

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

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

**Selectmen's non-public and public meeting minutes dated July 30, 2018**

**Selectman Doggett moved to accept the non-public and public meeting minutes dated July 30, 2018 as written. Seconded by Selectman Burrill with a unanimous vote.**

III. Scheduled Business

**A. Marcoux Road – Request to pave non-accepted Town Road**

Secretary Morin addressed the Board and informed them that the section of road that the non-resident requested to be paved does not meet the requirements as an accepted town road.

**Selectman Burrill moved to sign a letter to Camille Freda explaining the Board's decision to not pave the extension off Marcoux Road. Seconded by Selectman Doggett with a unanimous vote.**

Selectman Burrill suggested that the residents requesting the section of road be paved could create a petitioned warrant article requesting the Town pave that section of road. Selectman Gonyer and Town Administrator Wrigley stated that the road in question is not a Town road and that Town funds cannot be used.

**B. New Fire/Rescue Station**

**a. Project Update**

Construction Manager (CM) Pivero informed the Board that the floor in the apparatus bay should be ready for sealing in about a week. The septic system has been approved so paving can begin around August 29, 2018 weather permitting.

CM Pivero stated that he thinks the station will be ready to be turned over to the Town in a few weeks.

Selectman Burrill asked what areas will be paved. CM Pivero explained which areas will be paved.

CM Pivero updated the Board on the cost associated with building the new Fire/Rescue Station. He is projecting that there will be approximately \$150,000.00 left in the budget.

CM Pivero stated that the project caused a disruption in parking for the Police and that some of the remaining funds could be used to rectify the parking issues created by the new Fire/Rescue Station. Selectman Burrill stated that the Board needs to discuss a "rules of the road" with both departments. CM Pivero stated that line stripping should resolve the issue.

CM Pivero went on to discuss an issue he has with a member of the Board concerning alleged allegations of improper conduct against CM Pivero. Because the member is not present, he is requesting the Board take the matter up at the next public Board of Selectmen meeting scheduled for September 4, 2018.

Selectman Gonyer stated that barring any unforeseen incidents the request will be on the September 4, 2018 Board of Selectmen agenda.

Selectman Burrill stated that he will not be present at the September 4, 2018 meeting.

Selectman Burrill stated that it is the Board's duty to go into a non-public session according to the RSA 91-A:3. Selectman Gonyer stated that the Board could go into non-public session if a third party's reputation could be damaged.

The Board is very pleased with CM Pivero professionalism.

**C. Request from Fire Department**

**a. Solicit monetary donation for MDA from September 15 – November 15, 2018**

Captain Zalenski addressed the Board and explained that the Firefighters would like to collect money on behalf of the Muscular Dystrophy Association (MDA) between September 15 – November 15, 2018. All money collected will go directly to MDA.

**Selectman Doggett moved to authorize the Newton Firefighters to collect money for Muscular Dystrophy Association. Seconded by Selectman Burrill with a unanimous vote.**

**b. Sell food at Olde Home Day event**

Selectman Doggett stated that the Fire Department would like to sell food at the Newton Olde Home day on September 15, 2018. All proceeds would go towards the purchase of a gear equipment dryer.

**Selectman Doggett moved to authorize the Fire Department to sell food on September 15, 2018 at the Newton Olde Home Day. Seconded for discussion by Selectman Burrill.**

Selectman Burrill stated that he does not believe the money collected can be earmarked for a specific item. Town Administrator Wrigley explained that the only way this money could be spent, is if it were gross appropriated in the 2018 budget. That did not occur.

Upon further discussion, Selectman Doggett rescinded his motion. The Board would like the Fire Department to come back after speaking with the Fire Association.

**D. Review Recreation Commission amended by-laws**

Selectman Burrill reviewed the amended by-laws as proposed by the Recreation Commission.

**Selectman Burrill moved to amend the Recreation Commission by-laws as written with an effective date of August 21, 2018. Seconded by Selectman Doggett for discussion.**

Selectman Doggett stated that Article 10, Section 1 should read "by a majority vote of the full Board of Selectmen".

**The Board unanimously passed the motion with the above amendments.**

**E. Appointment to Conservation Commission**

Ms. Alicia Geilen addressed the Board and stated her qualifications. Ms. Geilen has a degree in Environmental Science and Environmental Policy.

**Selectman Doggett moved to appoint Alicia Geilen as an Alternate member to the Conservation Commission. Her term to expire on April 1, 2020. Seconded by Selectman Burrill with a unanimous vote.**

**F. Comcast Franchise Fee – Memo to Bookkeeper**

**Selectman Doggett moved to sign the letter to Bookkeeper Hughes instructing her to prepare a check in the amount of \$2,359.79 to be deposited into the Cable Revolving Fund. Seconded by Selectman Burrill with a unanimous vote.**

**G. 2018 Matrix Pay Calculations**

Selectman Doggett reviewed the 2018 Matrix Pay Calculations spreadsheet. The spreadsheet lists out Town positions and assigns a starting Grade to each. From there the employee can move within the Grade to the next Step/s with Board approval.

Selectman Burrill asked if the Town was offering competitive salaries for current positions. Selectman Doggett stated that should you change the salary that it might mean current employees may receive a bump in pay.

Selectman Gonyer would not like to have the positions associated with a specific Grade. After some discussions, Selectman Doggett will extend the Steps from 15 to 20. Selectman Burrill suggested a minimum/maximum range within each Step.

Upon further discussions the Board asked Selectman Doggett to extend the Matrix to 20 steps and add sub-steps to the Matrix.

**H. 2018 Impact Fees School letter**

Town Administrator Wrigley informed the Board that the letter is not ready but would like the Board to sign the letter when it is ready due to its time sensitive nature.

**Selectman Doggett moved to sign the request letter for impact fees to be applied to the School portion of the Newton Town Taxes as soon as the letter is available. Seconded by Selectman Burrill with a unanimous vote.**

**I. Tax Deed – Map 2-4-37**

Town Administrator Wrigley explained that the back-property taxes on a tax deeded property have been paid within the 3-year time frame. By signing the new deed, the Town is returning the property to the previous owners.

**Selectman Doggett moved to sign the Deed without Covenants for tax map 2-4-37. Seconded by Selectman Burrill with a unanimous vote.**

**J. NHMA Policy Conference**

**Selectman Doggett moved to send Selectman Gonyer as a voting member to the NHMA Policy Conference and to authorize Selectman Gonyer to sign the voter registration card. Seconded by Selectman Gonyer for discussion.**

Selectman Gonyer stated that if any member of the Board has feedback on the proposed policies that they should contact her.

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

**IV. Announcements**

**A. Boston Post Cane holder – Ruth Swasey**

Selectman Doggett announced that the Boston Post Cane holder is Ruth Iva Swasey.

**B. Resignation – Tim Carey**

**Selectman Doggett moved to accept with regret and to thank Tim Carey for his service to the Town. Seconded by Selectman Burrill with unanimous vote.**

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

➤ **Other Business**

Selectman Burrill stated that he spoke with Transfer Station Manager (TSM) Pete Gagnon and that he is looking to the Board for direction on purchasing a new portable toilet for the facility. The Board agreed with TSM Gagnon recommendation to purchase an Incinolet toilet. Once there is a purchase order in place, the Board will move to approve and pay for it.

Selectman Burrill stated that he has spoken with Transfer Station employees about the pilot program for commercial trash hauling. The employees stated to Selectman Burrill that the program is working well. Selectman Burrill would like to see the program extended.

Selectman Doggett received an email from CBI stating that the company will have a large amount of wood chips available after their open house at the beginning of October. The company is offering the wood chips to the Town free of charge. Selectman Doggett will email the information to all the Department Heads.

➤ **Manifest**

**Selectman Doggett moved to sign vendor manifest for August 7, 2018 in the amount of \$51,542.88. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Doggett moved to sign vendor manifest for August 13, 2018 in the amount of \$1,877.24. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Doggett moved to sign vendor manifest for August 21, 2018 in the amount of \$1,224,896.19 of which \$1,155,000.00 goes towards the September**

**Sanborn Regional School District payment. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Gonyer moved to sign vendor manifest for New Fire/Rescue Station dated August 21, 2018 in the amount of \$37,488.26. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign payroll manifest in the amount of \$38,514.00 for pay period July 22 – August 4, 2018 with a pay date of August 9, 2018. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign payroll manifest in the amount of \$53,812.07 for pay period August 5, 2018 -- August 18, 2018 with a pay date of August 23, 2018. Seconded by Selectman Doggett with a unanimous vote.**

➤ Abatements

**Selectman Burrill moved to sign Veteran's Tax Credit for map 12-5-6-1 for tax year 2019. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Burrill moved to sign Veteran's Tax Credit for map 4-6-3-14 for tax year 2019. Seconded by Selectman Doggett with a unanimous vote.**

➤ Correspondence

**Selectman Burrill moved to sign a thank you letter to Boy Scout Troop 91 and parents for clearing the brush and weeds at the Marshall Museum site. Seconded by Selectman Doggett with a unanimous vote.**

VI. Adjourn

**Selectman Doggett moved to adjourn at 8:48pm. Seconded by Selectman Burrill with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary