



**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: WEDNESDAY, January 2, 2019**

**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 6:25pm. In attendance were Selectmen 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, Mrs. Kim Hughes, Bookkeeper. 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. Excused this evening was Chairman Robert S. Donovan Jr.

**Selectman Doggett moved to go into non-public session at 6:25pm under RSA 91-A: 3 II (a) – Compensation, (c) -- Reputation. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.**

**Selectman Burrill moved to come out of non-public session at 6:30pm. Seconded by Selectman Foote with a roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.**

**Selectman Doggett moved that the Board just came out of a non-public session and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply except. Seconded by Selectman Burrill with a unanimous vote.**

**II. Approval of Minutes**

**Selectmen's non-public and public meeting minutes dated December 18, 2018**  
**Selectman Doggett moved to accept the non-public and public meeting minutes dated December 18, 2018 as written. Seconded by Selectman Burrill with a unanimous vote.**

**III. Scheduled Business**

- A. Per RSA 31:95-b Selectman Doggett moved to accept and expend unanticipated funds from an anonymous donor to the Food Pantry in the amount of \$300.00. Seconded by Selectman Foote with a unanimous vote.**

**B. Per RSA 31:95-b Selectman Doggett moved to accept and expend unanticipated funds to the Food Pantry from the Alfred and Peggy Parah in the amount of \$50.00. Seconded by Selectman Foote with a unanimous vote.**

**C. Per RSA 31:95-b Selectman Doggett moved to accept and expend unanticipated funds to the Food Pantry from the First Congregational Church of Kingston in the amount of \$515.00. Seconded by Selectman Foote with a unanimous vote.**

**D. Selectman Doggett announced that the Newton Historical Society donated 10 \$10 gift cards to Market Basket to the Food Pantry.**

**E. Contract for Software for Town Clerk**

Selectman Gonyer explained that this is the software requested by the Town Clerk that the Board previously approved

**Selectman Doggett moved to authorize the Vice Chairman to sign the contract between the Town of Newton and Interware Development Company. Seconded by Selectman Foote with a unanimous vote.**

**F. Updated water quality monitoring proposal – R. W. Gillespie & Associates**

Town Administrator Wrigley explained that the State is requiring the Town to perform additional water quality tests for the residential homes near the Transfer Station. Due to the requirement for additional testing, R. W. Gillespie has submitted a revised quote which includes the additional tests. The cost is an increase of \$200-\$900 and should not affect the 2019 budget.

**Selectman Doggett moved to authorize the Vice Chairman to sign the updated contract with R. W. Gillespie & Associates for water quality monitoring. Seconded by Selectman Foote with a unanimous vote.**

**G. EOC Generator – Connecting propane gas line for total cost of \$2,178.00**

Selectman Foote stated that the EOC generator is up and running. The grant did not cover digging the trench or connecting the gas line.

Town Administrator Wrigley explained that \$1,089.00, which is half the cost, was paid from the 2018 General Government Building Budget.

Selectman Burrill asked if any department heads had sent in requests that might affect the 2019 General Government Building Budget. Town Administrator Wrigley stated that she received one request for up-keep items. Selectman Burrill stated paying for the remainder of the cost to connect the generator should come from the 2019 General Government Building Budget.

**Selectman Foote moved to pay \$2,178.00 to connect the EOC Generator of which, \$1,089.00 to come from the 2018 General Government Building Budget and \$1,089.00 to come from the 2019 General Government Building Budget. Seconded by Selectman Doggett with a unanimous vote.**

#### **H. FEMA Refund**

Selectman Foote would like to acknowledge the time and effort put in by Mrs. Hughes, so the Town could receive a refund from FEMA for the March 13, 2018 snowstorm.

#### **I. Letter of Endorsement**

Secretary Morin stated that Fire Chief Alcadinho received a letter of endorsement from Senator Shaheen's office in support of the Assistance to Firefighters Grant (AFG) for the aging SCBA equipment that was applied for in 2018.

Selectman Foote explained that the AFG Grant, which is Federally funded, is very competitive and not usually granted to small towns. The EMP Grants are granted from the State and the Town can apply for multiple grants. Selectman Burrill stated that grants are not guaranteed and takes time and effort to get. If the Town does not receive the grant, the Town will need to purchase the SCBA equipment to ensure the safety of our Firefighters.

#### **IV. Sign Manifests and Appointments**

##### **➤ Manifest**

Selectman Doggett announced that the Board signed the vendor manifest dated December 26, 2018 in the amount of \$6,083.64.

Selectman Doggett announced that the Board signed the payroll manifest for pay period December 9, 2018 – December 22, 2018 with a pay date of December 27, 2018.

Selectman Gonyer explained that the Board did not meet last week but signed the manifest and payroll so that vendors and employees could be paid in a timely manner.

##### **➤ Appointments**

**Selectman Burrill moved to sign re-appointment for Mike Seekamp to a 5-year term on the Stewardship Committee. Term to expire April 30, 2024. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Burrill moved to sign re-appointment for Barbara DiBartolomeo to a 5-year term on the Stewardship Committee. Term to expire April 30, 2024. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Burrill moved to sign re-appointment for Nancy Slombo to a 5-year term on the Stewardship Committee. Term to expire April 30, 2024. Seconded by Selectman Foote with a unanimous vote.**

#### **V. Scheduled Business -- Continued**

**A. Review 2019 Warrant Articles**

Town Administrator Wrigley stated that the Cemetery Trustees and Recreation Commission submitted warrant articles. She went on to explain that some of the warrant articles if passed will dissolve inactive capital reserve funds and place the funds into other capital reserve funds or budgets.

**a. Article 2**

Selectman Doggett summarized warrant article 2 as being the article for the proposed and default 2019 Town budget.

**b. Article 3**

Town Administrator Wrigley explained that warrant article 3 will allow the money collected in 2019 from the rental property at 8 Merrimac Road to go into the Engineering & Renovation Capital Reserve Fund.

**c. Article 4**

The Cemetery Trustees proposed Warrant Article 4 which will pave the horseshoe driveway at the Highland Cemetery. \$10,000.00 will come from the Cemetery Expendable Trust Fund. \$15,000.00 to be raised from general taxation.

**d. Article 5**

Article 5 is to purchase a tractor and equipment for the Transfer Station with \$50,000.00 to come from the Transfer Station/Recycling Special Revenue Fund. Town Administrator Wrigley explained the current tractor is not large enough to compact the debris in the dumpsters. Therefore, the Town hauling fees are higher because they are not full loads being hauled away.

Selectman Burrill asked if any thought was given to setting up a special fund for the purchase and maintenance of a tractor. Taking the \$50,000.00 from the Transfer Station/Recycling Special Revenue Fund and placing it in a new fund. Town Administrator Wrigley stated that according to DRA you cannot transfer money from one fund to another.

**e. Article 6**

Article 6 would take \$25,000.00 from the Transfer Station/Recycling Special Revenue Fund to hold a Hazardous Waste Day. Selectman Gonyer asked if there was enough money in the Transfer Station/Recycling Special Revenue Fund to cover both the purchase of a tractor and Hazardous Waste Day. Mrs. Hughes stated that as of November there was \$201,264.01. Selectman Gonyer expressed concern that the fund would be depleted quicker with the tractor, hazardous waste day and with the new voucher program. The Transfer Station takes in between \$4,000.00 - \$5,000.00 per month which goes back into the Transfer Station/Recycling Special Revenue Fund.

**f. Article 7**

Article 7 is to raise and appropriate \$32,189.00 for Community Services.

**g. Article 8**

Article 8 is for senior trips sponsored by the Recreation Commission. Town Administrator Wrigley asked if the cost would cover a handicap accessible bus. Upon further discussion, the Board increased the amount from \$4,200 to \$4,500.

**h. Article 9**

Article 9 is to hire 2 part-time lifeguards from May through September 2019. Selectman Burrill explained that last year there was a shortage of lifeguards across New England. The Recreation Commission is proposing to recruit, train and hire instead of subcontracting with the Red Cross upon advice from the Town's Insurance Carrier. Mrs. Hughes asked if the time frame was appropriate. Selectmen Burrill will re-word the article and send it to Town Administrator Wrigley.

**i. Article 10 and 11**

Article 10 dissolves the Safety Complex Building Fund that was used to study the feasibility of a safety complex. Article 11 takes the funds from the Article 10 and places it in the Engineering & Renovation of land and buildings at 8 Merrimac Road Capital Reserve Fund.

**j. Article 12 and 13**

Article 12 dissolves the Town Hall Sprinkler Fund. Article 13 places the funds in to the Town Buildings Fund.

**k. Article 14**

Article 14 dissolves the Emergency Operating Center capital reserve fund with an amount of \$1.00.

**l. Article 15**

Article 15 is to raise and appropriate \$50,000.00 for the Fire Apparatus and Equipment/Refurbishment fund for future equipment needs for the Fire/Rescue Department.

The deadline for petitioned warrant articles is January 8, 2019.

**B. Review Proposed 2019 Town Budget**

The Board reviewed the proposed 2019 Town Budget. The proposed budget has an increase of \$12,314.00 over the 2018 Town Budget which is a 0.564% increase. Selectman Burrill stated that the Board should ask all departments, commissions, boards and committees to reduce their budget by 0.6%. Selectman Doggett stated that the difference between the budget is very minimal as compared to the proposed 2019 school budget. Selectman Gonyer stated that Solid Waste has decreased their budget already. Town Administrator Wrigley stated that the Solid Waste budget that the Board is reviewing was reduced by herself and Mrs. Hughes.

The Board discussed what line items can be changed by the residents at the Public Hearing.

Town Administrator Wrigley stated that the Board will need to meet prior to the Public Hearing to review the proposed 2019 Town Budget.

Police Chief Jewett stated that in 2019 the department will need to purchase a new vehicle.

Selectman Doggett stated that he received a request from the Fire Department to increase the proposed 2019 Fire/Rescue Department budget approximately \$25,000 - \$30,000.

**Selectman Burrill moved to have all departments, boards, commissions and committees reduce their proposed 2019 budgets by 0.6% and to have the revised budgets to the Bookkeeper by 12:00pm Tuesday, January 8, 2019 or the Town Administration staff will reduce it appropriately for them. Seconded for discussion by Selectman Gonyer.**

Selectman Gonyer stated that some budgets may not be able to reduce by 0.6% and at the end of day it will be the Boards responsibility to determine which budgets can be reduced.

Fire Chief Alcaidinho addressed the Board. He stated that a lot of the equipment purchased for the New Fire/Rescue Station, that was not within the scope of the project, came from the 2018 Fire Department budget. In doing this the Department put off purchasing equipment that needs replacement/updating such as hoses. There is still a list of items needed for the station. The Board requested a list of items that need to be completed. Chief Alcaidinho explained that there are no electrical outlets on the mezzanine. He added that the new gear extractor required more electrical installation work that came out of the Fire Department 2018 budget.

Selectman Burrill stated that he agrees that the additional needs should not come from the Fire Department budget but should come from the Engineering & Renovation of land and buildings at 8 Merrimac Road Capital Reserve Fund. Chief Alcaidinho stated that the biggest item on the list is signage for the new station. Selectman Doggett stated that the Board needs to increase the Fire Department budget if the Town plans to move forward with the purchases and take the funds from the Fire Department budget. Selectman Gonyer agreed that the expenses need to be differentiated between departmental expenditures or building expenditures. Departmental expenses would come from the Fire Department budget and the building expenses from other sources such as General Government Buildings. Chief Alcaidinho stated that most of the special equipment was for the EOC. Chief Alcaidinho stated that he keeps being asked when the signage will be installed. Selectman Gonyer stated that the Board needs to review the list and prioritize which items are needed. Chief Alcaidinho stated that there are no items on the list that will hinder day to day operations of the Fire Department. The Board agreed that any building needs will not come from the Fire Department budget.

**The motion passed. Gonyer – aye, Burrill – aye, Foote – aye, Doggett – nay**

The Board agreed to meet Tuesday, January 8, 2019 beginning at 6:00pm in the Town Hall to review the proposed 2019 Town Budget.

**Selectman Doggett moved to go into non-public session at 8:30pm under RSA 91-A: 3 II (a) – Compensation, (b) – Hiring Public Employee (c) -- Reputation. Seconded by Selectman Burrill with a roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye**

**Selectman Doggett moved to close the non-public session at 9:44 pm. Seconded by Selectman Foote with a roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.**

VI. Adjourn

**Selectman Burrill moved to adjourn at 9:45pm. Seconded by Selectman Foote with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary