



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

DATE: TUESDAY, February 5, 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 6:02pm. 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. 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. A portion of the non-public session minutes were transcribed and typed by Nancy J. Wrigley. Chairman Robert S. Donovan Jr. was excused this evening.

Nonpublic Session under RSA 91-A:3 II (a) Hiring Public Employee (c) Reputation

Selectman Doggett moved to go into non-public session at 6:02pm under RSA 91-A: 3 II (a) Hiring Public Employee and (c) Reputation. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye.

Selectman Doggett moved to close the non-public session at 7:15pm. Seconded by Selectman Foote with a unanimous 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 under RSA 91-A: 3 II (a) Hiring Public Employee 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.

II. Approval of Minutes

Selectmen's public meeting minutes dated January 14, 2019

Selectman Burrill moved to accept the public meeting minutes dated January 14, 2019 as written. Seconded by Selectman Foote with a unanimous vote.

Selectmen's public hearing on 2019 Proposed Budget and Warrant Articles meeting minutes dated January 14, 2019

Selectman Burrill moved to accept the public meeting minutes dated January 14, 2019 as written. Seconded by Selectman Foote with a unanimous vote.

III. Scheduled Business

A. NH Highway Traffic Survey – Chief Jewett additional details policy

Secretary Morin explained that the Board needs to sign the policy that will allow Chief Jewett to work more than 40 hours a week under the DWI Grant. The funds to pay for the overtime will come from the grant.

Selectman Doggett moved to sign the policy letter allowing Chief Jewett to work over 40 hours a week and to be paid from the DWI Grant. Seconded by Selectman Burrill with a unanimous vote.

B. Request to use Town Roads – Ride to end Alzheimer's

Secretary Morin explained that the Board needs to authorize Chief Jewett to sign the letter allowing the organization to use the roads.

Selectman Doggett moved to authorize Chief Jewett to sign letter for Ride to End Alzheimer's allowing the usage of Town Roads and to inform the organization that only water-soluble paint can be used on the roads. Seconded by Selectman Burrill with a unanimous vote.

C. Road Agent – Review sump pump discharge template letter

Road Agent Pivero reviewed the proposed template letter that would be sent out when a sump pump is being discharged into a roadway or abutters property. Selectman Burrill stated that the letter should come from the Board of Selectmen not the Road Agent.

Selectman Burrill moved to authorize the Chairman or Vice Chairman to sign the letter when policy is violated. Seconded by Selectman Doggett with a unanimous vote.

D. Response – Chase Road and Pond Street wetlands concern

Road Agent Pivero did not find any issues with the road construction on Chase Road and Pond Street.

Selectman Gonyer stated that this possible issue should go before the Conservation Commission. Secretary Morin will forward the pictures provided by the Resident to the Conservation Commission.

E. Fire/Rescue Station

a. Snow Plowing Safety Complex

Selectman Gonyer stated that at a previous meeting the Board asked Road Agent Pivero, Chief Alcadinho and Chief Jewett to work on this issue.

Chief Alcadinho stated that the Road Agent needs authorization to plow the Safety Complex. Chief Alcadinho stated that if the Board wants the Fire Department to plow

the Complex, then he will need authorization to pay for a detail to be in the station during a snowstorm to plow the area.

Road Agent Pivero stated that the Police Department has no vehicle to assist with plowing. He is asking for clear definition of who is responsible for plowing the Complex. Currently, the road crew takes a sweep to keep the main driveway and front of garages cleared.

Selectman Gonyer stated that she would prefer to see the Highway Department plow the entire complex.

Selectman Doggett stated that it makes sense for the Highway Department to clear all municipal properties.

Selectman Burrill moved to authorize the Highway Department to plow the Safety Complex in it's entirety. Seconded by Selectman Doggett with a unanimous vote.

b. Names on plaque

Chief Alcainho stated that the Architect will be donating a plaque and he wanted to know whose names should be on the plaque.

Upon further discussion, the Board will leave it up to the Architect as he is the one donating the plaque. Chief Alcainho will speak with the Architect.

c. Fire Station equipment needs

Chief Alcainho addressed the Board with items that the Fire Department feels are priority needs. He stated the ADA lockers are a must to complete the requirements for ADA compliance.

Selectman Burrill moved to purchase ADA lockers and the funds are to come from the Bond. Seconded by Selectman Doggett with a unanimous vote.

The Board reviewed the list of items the Fire Department is requesting. Selectman Burrill stated that the list should be tabled until the final bills have been paid for the New Fire/Rescue Station project.

d. Port One Architect – Final payment

Selectman Burrill asked if Port One Architect is no longer involved in any remediation that might be needed. Construction Manager (CM) Pivero stated that he was unsure if the Architect is needed. He stated that modifications to the sprinkler system will need to come from the Bond, but the cost is unknown. He also stated that he has not billed the Town for his construction management fee. The Board, Architect and CM Pivero need to sit down and agree to when construction is finished. At this time, CM Pivero does not have anything to do with the modification of the sprinkler system.

Selectman Burrill stated that the building is close to being fully compliant. And the Board is working with SFC Engineering to bring the sprinkler system into full compliant. He stated that at a previous meeting, the Board decided to move forward using the same Architect and Construction Manager so as to keep the project moving forward.

Selectman Burrill moved to pay invoice dated January 22, 2019 in the amount of \$2,000.00 to Port One Architects for work done through December 31, 2018. Funds to come from Bond. Seconded by Selectman Foote with a unanimous vote.

e. SFC Engineering – Design invoices

Selectman Burrill stated that he believes there should be a meeting between Port One Architects, Construction Manager Pivero, SFC Engineering, Building Inspector and a member of the Board. Selectman Burrill and Doggett will represent the Board.

Selectman Burrill moved to pay invoice #2657 in the amount of \$2,167.50 to SFC Engineering for work performed from October 22 – 31, 2018. Funds to come from the Bond. Seconded by Selectman Doggett with a unanimous vote.

The second invoice will be discussed at the meeting being held with the stake holders for the sprinkler update.

Selectman Doggett left the meeting at 8:02pm.

f. Heating cost

Town Administrator Wrigley expressed the concern that the amount of propane being used at the fire station for heating is going to be over budget. Chief Alcaidinho stated that it is a large building with high ceilings. He stated that the heat is set to 68 degrees. The only times the door/s is open is when the trucks are being washed. He stated that the AC usage would be high as well.

g. Per RSA 31:95-b to accept and expend a donation from NextEra Energy in the amount of \$21,000.00 for the EOC's Emergency Generator.

Selectman Foote moved to accept and expend a donation from NextEra Energy in the amount of \$21,000.00 for the EOC's Emergency Generator. Seconded by Selectman Burrill with a unanimous vote.

h. Service evaluation of Engine 1

Chief Alcaidinho reviewed the maintenance required for Engine 1. The estimated cost for repairs is \$5,890.00. There is one item that does not have a cost because it is unknown what the issue is. There is a possibility the issue is electrical which will require troubleshooting. The vehicle is 20 years old and is one of the newer vehicles.

Selectman Foote asked what the cost was in 2018 for maintenance and repairs. Chief Alcaidinho stated that his 2018 budget for maintenance and repairs was \$60,000.00 which was completely used.

Selectman Burrill moved to approve the maintenance and repairs on Engine 1 not to exceed \$7,000.00. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Burrill asked that Chief Alcaidinho come back to the Board if the cost is going to exceed \$7,000.00.

Selectman Burrill moved to authorize Vice Chairman Gonyer to sign the estimate to repair Engine 1. Seconded by Selectman Foote with a unanimous vote.

F. Winterization of Central Fire Station

Town Administrator Wrigley stated that the plumbing has been winterized. The electricity is still on so the Fire Department can use the pond to fill the tankers. Chief Alcaidinho stated that the master breaker has been turned off.

Chief Alcaidinho asked if turning the power off, will the generator run. An electrician would need to determine that.

Selectman Gonyer stated that she is concerned that there was no plan in place to address the lack of a fire pond when the department moved to the new station. Chief Alcaidinho stated that they could use a pond or fire hydrant in Amesbury, MA.

Chief Alcaidinho expressed concern that the fire alarm will not work if the power is turned off. Town Administrator Wrigley stated that the alarm is no longer being monitored. Selectman Burrill stated that the power to the building should not be shut off. This will allow potential buyers to see the building.

Captain Zalenski asked where the power for the well that supplies the apartment building comes from. Selectman Foote stated that the power comes from the apartment not Central Fire Station building.

The Board would like to have the cost of the electricity since the fire department has moved out.

Selectman Foote moved to disconnect the power at the Central Fire Station. Seconded by Selectman Gonyer. Gonyer – aye, Foote – aye, Burrill - nay

G. Quote for Building C – Lights in need of replacement

Secretary Morin explained that there are 7 lights inside the building that need to be replaced. Chief Alcaidinho stated that there is equipment in the building that the Fire Department needs access to. Without the lights, there is a safety issue getting to the equipment.

Selectman Burrill moved to accept a quote of \$1,559.80 from Kingston Electric to replace 12 florescent fixtures with 12 LED fixtures. Seconded by Selectman Gonyer for discussion.

Selectman Gonyer asked if both quotes are for the same work. Secretary Morin replied in the affirmative.

The motion passed with a unanimous vote.

H. Kinsley Drive – Sign off road acceptance

Selectman Burrill moved to sign the road acceptance for Kinsley Drive.

Seconded by Selectman Foote with a unanimous vote.

I. Timber Tax -- Map 15-2-1-1 thru 1-5

Selectman Foote moved to authorize the Tax Collector to collect the timber tax for Map 15-2-1-1 through 1-5 in the amount of \$827.84. Seconded by Selectman Burrill with a unanimous vote.

J. Review – Mileage reimbursement paid out in 2018

Selectman Gonyer reviewed the amount paid in mileage reimbursement in 2018. The amount paid out was \$918.42 at a rate of 54.5 cents/mile. This equates to 1685.17 miles. Based on the number of miles and the increase from 54.5 cents to 58 cents per mile the cost would be approximately \$60.00.

K. Elections – Board of Selectmen quorum

Selectman Gonyer will be available from 8:00am – 8:00pm. Selectman Burrill will be available from 8:30am – 5:00pm. Selectman Foote will be available from 5:00pm – 8:00pm. Secretary Morin will contact Selectman Doggett and Donovan for their status.

L. Review 2019 Voter's Guide

Two versions are available. The long version contains the warrant articles and more explanations. The short version has less information. Upon further discussion the Board decided to post both versions on the Town's web site.

Selectman Burrill asked if the voter's guide could be brought into the polling place. Secretary Morin will ask the Town Clerk about this.

M. Per RSA 31:95-b to accept and expend unanticipated funds to Food Pantry from Paul and Carol Szot in the amount of \$200.00, from Charlotte E. Senter in the amount of \$25.00, and from Jeffery and Barbara Card in the amount of \$35.00.

Selectman Burrill, per RSA 31:95-b, moved to accept and expend unanticipated funds to Food Pantry from Paul and Carol Szot in the amount of \$200.00, from Charlotte E. Senter in the amount of \$25.00, and from Jeffery and Barbara Card in the amount of \$35.00. Seconded by Selectman Foote with a unanimous vote.

N. Voucher Policy – update non-transferable voucher policy and usage of voucher on behalf of resident

Selectman Gonyer stated the voucher policy was changed to add in the word “residential” to reflect the warrant article wording in 2018.

Selectman Gonyer stated that the sub-committee reviewed the wording and determined that the policy does address the transferring of the voucher to someone other than the addressee. The policy specifically states it is for the person to whom it is addressed too.

Selectman Burrill moved to sign the updated voucher policy dated February 5, 2019. Seconded by Selectman Foote with a unanimous vote.

O. Final FEMA award for storm related expenses from March 13, 2018 -- \$9,005.09

Selectman Foote moved to accept the FEMA award for storm related expenses from March 13, 2018 in the amount of \$9,005.09. Seconded by Selectman Burrill with a unanimous vote.

P. Updated 2018 Pay Matrix

Selectman Gonyer explained that there may have been some corrections done that did not get into any of the Board's minutes.

Selectman Foote moved to accept the updated 2018 pay matrix dated December 18, 2018. Seconded by Selectman Burrill with a unanimous vote.

Town Administrator Wrigley provided a spreadsheet with employees' old Grade and Step and new Grade and Step. She would like to have the spreadsheet be part of the minutes. Selectman Gonyer would like to see the accepted matrix dates included as well. The Board agreed to include the amended spreadsheet with the February 5, 2019 Board of Selectmen meeting minutes.

IV. Other Business

Selectman Gonyer moved to sign a welfare manifest in the amount of \$1,300.00. Seconded by Selectman Foote with a unanimous vote.

V. Sign Manifests, Requisitions, and Appointments

➤ Manifest

Selectman Burrill announced that the Board signed the vendor manifest date January 22, 2019 in the amount of \$989,582.29 of that \$872,000.00 goes towards the February Sanborn Regional School District payment.

Selectman Burrill announced that the Board signed the New Fire/Rescue Station vendor manifest dated January 22, 2019 in the amount of \$759.20.

Selectman Burrill announced that the Board signed payroll manifest for pay period January 6, 2019 – January 19, 2019 with a pay date of January 24, 2019.

Selectman Burrill moved to sign vendor manifest dated February 5, 2019 in the amount of \$94,450.17. Seconded by Selectman Foote with a unanimous vote.

Selectman Burrill moved to sign vendor manifest New Fire/Rescue Station dated February 5, 2019 in the amount of \$2,365.00. Seconded by Selectman Foote with a unanimous vote.

Selectman Burrill moved to sign payroll manifest pay period January 20 – February 2, 2019 with a pay date of February 7, 2019. Seconded by Selectman Foote with a unanimous vote.

➤ Requisitions

Selectman Burrill moved to sign requisition #2019001 in the amount of \$1,339.89 for the Cable Committee to purchase a camcorder with accessories and a 12-month subscription for Adobe Creative Cloud Software. Funds to come from the Cable Revolving Fund. Seconded by Selectman Burrill with a unanimous vote.

➤ Appointments

The Board signed the re-appointment for Trisha McCarthy for a 3-year term to the Stewardship Committee which was approved on November 20, 2018 Board of Selectmen's meeting. The original paperwork was lost.

VI. Announcements

Selectman Burrill read a thank you letter to the Town from Soldier's Angel, Treat for Troops program for the collected Halloween candy.

VII. Adjourn

Selectman Burrill moved to adjourn at 8:45pm. Seconded by Selectman Foote with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary