



**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, April 16, 2019**

**TIME: 6:00PM**

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

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Gonyer called the meeting to order at 6:00pm. In attendance were Selectmen, Lisa L. Gonyer; Chairman, James L. Doggett; Vice-Chairman, Lawrence B. Foote, Matthew A. Burrill, Kate Michaels, 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.

**Selectman Doggett moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (c) Reputation. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye, Michaels -- aye.**

**Selectman Doggett moved to close the non-public session at 6:33pm. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye, Michaels -- aye.**

**Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (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 Foote with a unanimous vote.**

**Selectman Doggett moved to go into non-public session at 6:34pm under RSA 91-A: 3 II (a) Compensation. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye, Michaels -- aye.**

**Selectman Doggett moved to close the non-public session at 7:04pm. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye, Michaels -- aye.**

**Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) - Compensation 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 Foote with a unanimous vote.**

**Selectman Doggett moved to go into non-public session at 7:05pm under RSA 91-A: 3 II (a) Disciplinary. Seconded by Selectman Foote with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye, Michaels -- aye.**

**Selectman Doggett moved to close the non-public session at 7:21pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Foote – aye, Doggett – aye, Burrill – aye, Michaels -- aye.**

**Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (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 except to pass along the information to the Town Bookkeeper so that she may prepare documents with the decisions that were made in non-public. Seconded by Selectman Foote with a unanimous vote.**

Selectman Doggett announced that Acting Transfer Station Manager Pete Gagnon has been promoted to Transfer Station Manager.

## II. Scheduled Business

### **A. Country Pond Inspector Program – Greg Senko**

Mr. Greg Senko from Country Pond Lake Association (CPLA) addressed the Board. He explained that the program the Association would like to provide at the Town boat ramp is to monitor and educate boaters on cyanobacteria blooms and invasion plant species that can affect Country Pond's water. He provided some background information on the non-profit Association and NH Lakes Association. He further explained the problems cause by milfoil plants that are on boats and trailers when introduced in freshwater lakes and ponds. The association is building a water quality database that will help track any trends that may affect Country Pond. The program will offer boaters a free voluntary inspection of their boat and trailer at the Town boat ramp. The inspectors will be paid and insured by NH Lakes Association. They will also provide liability coverage for the program.

Chairman Gonyer stated that the Conservation Commission has been working with CPLA testing the water.

Selectman Burrill asked how the information for the program will be announced. Mr. Senko stated the program will be announced via social media and an article in the local paper. The Board offered to have a writeup from CPLA posted on the Town web site and informational poster in the Town Hall.

Selectman Doggett stated his concern with safety at the narrow boat ramp. And that a boater not wanting to go through the inspection not be hindered from using the ramp.

**Selectman Doggett moved to allow the Lake Host Program to take place at the Town Boat Ramp. Seconded by Selectman Foote for discussion.**

Selectman Michaels stated that the program will not cost the Town anything.

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

**B. Police – Chief Jewett**

**a. Quotes for flooring**

Chief Jewett reviewed the quotes he received to install flooring at the police station. The quotes received were vastly different due to union versus non-union businesses. The funds for the installation of the flooring would come from the General Government Building budget. Chief Jewett recommends the quote from ADF Flooring Company.

**Selectman Burrill moved to accept the quote from ADF Flooring Company for installation of flooring in the amount of \$8,895.71 at the Police Station. Seconded by Selectman Foote for discussion.**

Selectman Michaels asked how much money is available in the General Government Building budget. Town Administrator Wrigley stated there is \$40,500.00 in the budget.

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

**b. Acceptance of radar trailer from anonymous donor**

Chief Jewett stated that the Police Department has received a radar trailer from the Military Surplus 1033 program. The trailer was purchased and given to the Department by anonymous donor.

The radar can be trailered to different parts of the Town. It will record the speed but not the vehicle information.

**Selectman Foote moved to accept the donation of a radar trailer from an anonymous donor to be used by the Police Department. Seconded by Selectman Doggett with a unanimous vote.**

**c. Request – Earth Rock and Run -- May 5<sup>th</sup>**

Chief Jewett stated that he is working with the organizer to get the route the bike race will take through Town. The race will take place on May 5, 2019.

Selectman Doggett reiterated that water soluble paint must be used on Town roads if they are going to mark the roads.

**C. Transfer Station – Quote for tractor**

Transfer Station Manager Pete Gagnon reviewed with the Board the 3 quotes for a replacement tractor at the Transfer Station. He recommends the quote from Northland JCB for a 2014 Model 3CX-14 for \$50,000.00. The Board expressed concern that the JCB tractor did not have a warranty with it and sold "as-is". The second recommendation was from MB Tractor for a 2009 CAT. The warranty is unknown on this tractor. The third option from Tractor Place was for a new tractor. Transfer Station Manager Gagnon did not recommend this unit as it is not large enough.

Selectman Burrill asked if Chief Jewett could check the Military Surplus 1033 program to see if a tractor is available.

The Board would like to see more options and especially a warranty on any recommended tractor.

#### **D. Fire Department**

##### **a. Engine 2 update**

Chief Alcadinho stated that most of the repairs have been completed and the truck should be returned by early next week. The truck still needs to have the hose testing done which is scheduled for a later date.

Chief Alcadinho recommended that the Board not use the Capital Reserve Fund Fire Apparatus and Fire Equipment /Refurbish to pay for repairs to Engine 2. He would prefer the \$11,000.00 voted on at the April 2, 2019 Board of Selectmen meeting to come from the Fire Department 2019 budget. Chief Alcadinho expressed concern that if the Capital Reserve funds are used it will take longer to get a new fire apparatus. He stated that since 2012, Engine 2, which is 30 years old, has cost the Town approximately \$160,000.00 in repairs and maintenance. There are still other vehicles that need maintenance and possible repairs which will most likely cause the Fire Department 2019 budget to be over extended. Chief Alcadinho stated that in 2020 he will be asking for an increase in the budget to cover repairs and maintenance on the aging vehicles.

Chairman Gonyer recommends that the Board rescind the motion and take the funds from the Fire Department 2019 budget.

**Selectman Doggett moved to rescind the motion made at the April 2, 2019 Board of Selectmen meeting which was to use the Capital Reserve Fund Fire Apparatus and Fire Equipment /Refurbish to pay for the repairs to Engine 2 in the amount of \$11,000.00. Seconded by Selectman Burrill for discussion.**

Chief Alcadinho stated that the trucks have reached their life expectancy and the Town needs to consider replacing the trucks one at a time.

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

Selectman Doggett stated that the Town needs to decide how much longer we should repair Engine 2. Selectman Doggett recommends that should the truck need major repairs that it be moth balled.

Chief Alcadinho stated that when buildings are insured, the ISO sets the fire insurance rate according to the equipment available within the Town. It is possible that fire insurance rates would increase if a piece of fire fighting equipment was removed from service. The Newton Junction Fire Station would be closed as well due to lack of equipment.

Selectman Michaels stated that more data is needed to better inform the residents what is needed. Upon further discussion, the Board agreed that more information is needed

before conveying the request to add funds to the Capital Reserve Fund Fire Apparatus and Fire Equipment /Refurbish via a warrant article.

**b. Cleaning the station flooring**

Chief Alcainho stated that the floor in the station needs to be buffed occasionally. The Chief would like to know if the Board would like to purchase a buffer or hire out the job. The Board asked Chief Alcainho to get quotes for a buffer and hiring a professional cleaner. The quote should include the Police Station as well.

**E. Fire/Rescue Station**

**a. Sprinkler system update**

Selectman Burrill would like to see what funds are available in the Bond, Bond interest, the Expendable Trust Fund Engineering & Renovation-8 Merrimac Road, and General Government Building budget. This will allow the Board to review where the funds to install the sprinkler system will come from.

Selectman Burrill stated that a warrant article will be needed for 2020 when the old fire station is sold that will determine where the proceeds will go.

Selectman Doggett expressed his concern that the Board does not have the quotes for the sprinkler system. Selectman Michaels stated that the Board needs to have costs for heating and electricity for the pump house in order to plan for budgeting purposes.

**b. Fire Inspector for sprinkler system**

Secretary Morin stated that Chief Alcainho informed her that a Fire Chief from another Town will do the inspection when ready.

SFC Engineering is designing the sprinkler system to meet all codes.

**c. SFC Engineering invoice from January**

Secretary Morin explained that the invoice was from January 2019. The one signed by the Board at the April 2, 2019 meeting was for March 2019.

**Selectman Burrill moved to authorize the Bookkeeper to pay the SFC Engineering invoice in the amount of \$1,965.00. Funds to come from the New Fire/Rescue Station Bond. Seconded by Selectman Doggett for discussion**

Selectman Doggett commented that he believes this should have gone out to bid. Chairman Gonyer stated that the rates are typical for this type of work. Selectman Michaels question how the Board chose SFC Engineering. Chairman Gonyer explained that SFC Engineering was hired to perform the inspection of the Fire/Rescue Station. Because they were already familiar with the project and the matter was time sensitive, the Board chose to stay with SFC Engineering to design the sprinkler system. Selectman Burrill stated that the Board voted to remain with the Construction Manager and sub-contractors to install the sprinkler system of which SFC Engineering would fall under. The sprinkler system project is considered a sub-project of the Fire/Rescue Station project.

The date to complete the sprinkler installation is August 31, 2019 per the corrective action plan that was agreed upon.

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

**F. Purchasing oil and propane from "Our Town Energy Alliance" and "The Fuel Club"**

Selectman Michaels stated that joining one of these clubs could save the Town \$2,000.00 in oil and propane. The Town would need to supply the clubs with information on oil and propane consumption. Chairman Gonyer asked if Selectman Michaels spoke with any other municipal that is a member of one of these clubs. Selectman Michaels stated that she had not.

Selectman Doggett stated that the Sanborn School District had sent a memo asking if the Town would like to join them in purchasing fuel. He will look further into this offer.

**G. Forest Fire – bill for completed training**

Chairman Gonyer asked why they did not carpool to help save money on transportation. Town Administrator Wrigley stated that the State pays half of the training.

Selectman Burrill stated that the Board might consider a Town wide policy to carpool whenever possible.

**Selectman Burrill moved to sign the Forest Fire bill for training and mileage in the amount of \$302.91. Seconded by Selectman Foote with a unanimous vote.**

**H. RMON Contract to expire in June 2019**

Selectman Burrill asked if all Town departments are under this contract. Secretary Morin stated that the Police Department is not under the contract. Selectman Burrill stated he would like the Police Department to revisit why they cannot use the same IT provider.

Chairman Gonyer stated that another IT provider was interested in providing services. An RFP will be drawn up and sent to all departments for comments.

**Selectman Burrill moved to draft a Request for Proposal (RFP) for IT services and to send the draft to all departments for comments. Seconded by Selectman Doggett with a unanimous vote.**

**I. 2019 Land Use Change Tax**

- a. Total Tax is \$40,000 for Maps 15-2-1-1, 15-2-1-1-2, 15-1-1-3, 15-1-1-4, 15-1-1-5**

**Selectman Doggett moved to sign the Land Use Change Tax for maps 15-2-1-1, 15-2-1-1-2, 15-1-1-3, 15-1-1-4, 15-1-1-5 for a total of \$40,000.00. Seconded by Selectman Foote with a unanimous vote.**

- b. Total Tax is \$1,000 for Map 15-2-1**

**Selectman Foote moved to sign the Land Use Change Tax for map 15-2-1 for a total of \$1,000.00. Seconded by Selectman Doggett with a unanimous vote.**

III. Sign Manifests, Tax Credits, Appointments & Correspondence  
➤ Manifest

**Selectman Doggett moved to sign vendor manifest dated April 16, 2019 in the amount of \$58,395.45. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Doggett moved to sign vendor manifest New Fire/Rescue Station dated April 16, 2019 in the amount of \$2,730.00. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Burrill moved to sign payroll manifest pay period March 31 – April 13, 2019 with a pay date of April 18, 2019. Seconded by Selectman Foote with a unanimous vote.**

➤ Tax Credits

**Selectman Burrill moved to sign veteran tax credit for map 13-3-9 for tax year 2019. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Burrill moved to sign veteran tax credit for map 16-5-23-3 for tax year 2019. Seconded by Selectman Doggett with a unanimous vote.**

➤ Appointments

**Selectman Foote moved to appoint Christine Kuzmitski as a member of the Recreation Commission for a 2-year term to expire April 30, 2021. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Foote moved to appoint William Harding as a member of the Recreation Commission for a 3-year term to expire April 30, 2022. Seconded by Selectman Burrill with a unanimous vote.**

➤ Correspondences

Chairman Gonyer reviewed the letter received by NH DES stating that they will no longer be testing the water at Country Pond because it meets the “clean criteria” which means the beach has had a very low incident of fecal bacteria 95% of the time over the past 10 years.

The Board received a letter from Executive Councilor Russell E. Prescott introducing himself and a brief explanation of what the State Executive Council does. Chairman Gonyer read the letter.

**Selectman Burrill moved to sign a thank you letter Chief Building Inspector Ron Lemere for his 14 years of service to the Town. Seconded by Selectman Doggett with a unanimous vote.**

IV. Announcements

Selectman Doggett announced that the Planning Board adopted the new stormwater management regulations.

Selectman Doggett announced that the Town will not pick up bulk items put out on any day including Earth Day. Chairman Gonyer stated that the Town is not picking up trash on any day. The Conservation Commission is hosting an Earth Day activity where residents are encouraged to pick up trash alongside the roads and Town trails to make the Town look better. They can then bring the blue bags to the Transfer Station during normal business hours.

Chairman Gonyer announced that the Town Clerk and Animal Control Officer will be holding a Rabies Clinic at the Police Station on April 20, 2019 9:00am – 12:00pm.

Chairman Gonyer announced that the Police Department will be holding a Drug Take Back Day on April 27, 2019 from 10:00am – 2:00pm at the Transfer Station.

V. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated April 2, 2019**

**Selectman Doggett moved to accept the non-public and public meeting minutes dated April 2, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated April 9, 2019**

**Selectman Doggett moved to accept the non-public and public meeting minutes dated April 9, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.**

**Selectmen's public meeting minutes dated April 12, 2019**

**Selectman Doggett moved to accept the non-public and public meeting minutes dated April 12, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.**

**Review non-public session minutes for unsealing.**

No minutes were unsealed.

VI. Adjourn

**Selectman Doggett moved to adjourn at 9:47pm. Seconded by Selectman Foote with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary