



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

DATE: TUESDAY, May 7, 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 6:02pm. In attendance were Selectmen, Lisa L. Gonyer; Chairman, James L. Doggett; Vice-Chairman, 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 were transcribed and typed by Diane M. Morin. 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) – Investigation (b) – Hiring Public Employee

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

Selectman Doggett moved to close the non-public session at 6:50pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels -- aye.

Selectman Doggett moved to go into non-public session at 6:51pm under RSA 91-A: 3 II (a) – Investigation. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels -- aye.

Selectman Doggett moved to come out of non-public session at 6:58 pm. Seconded by Selectman Burrill with a roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to go into non-public session at 6:59pm under RSA 91-A: 3 II (a) – Investigation. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Burrill moved to close the non-public session at 7:25pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) – Investigation (b) – Hiring Public Employee (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 Doggett with a unanimous vote.

II. Scheduled Business

A. Fire/Rescue Station

a. Sprinkler system update

Construction Manager (CM) Pivero reviewed the quotes received for the materials needed to complete the sprinkler system installation sub-project. The total estimated cost for the sub-project is \$236,248.84.

The Board discussed where the funds would come from to complete the sprinkler system sub-project. At this time, the funds would come from the remaining funds in the Bond plus the accumulated interest and the 8 Merrimac Road Capital Reserve Fund. The 2.9% Construction Manager Fee would still need to be paid out which could come from the General Government Building budget. Selectman Burrill stated that the residents would not need to pay extra for the sub-project.

CM Pivero stated that he has a scheduled meeting coming up with the sub-contractors to finalize the sub-project. He stated that the project should be completed on schedule.

CM Pivero reviewed the option of going with a Patterson Pre-Pac pump house which would have added an extra \$100,000.00 to the project.

Selectman Doggett moved to authorize Construction Manager Pivero not to exceed \$236, 248.84 for the sprinkler system installation. Seconded for discussion by Selectman Burrill.

Selectman Burrill stated that he did not believe that a motion was needed as this sub-project falls under the same guidelines as the original project. Selectman Doggett stated that it is best practice to have the Board approve the amount to be spent on the project.

The motion passed with a unanimous vote.

Selectman Doggett moved to authorize the Chairman to sign the contract with Breen and Sullivan for a fire pump when the contract is available. Seconded by Selectman Burrill with a unanimous vote.

B. Update on sink holes at Greenie Park

Secretary Morin explained that sink holes were found in the ball fields at Greenie Park and were believed to have been caused by decomposing stumps that had been buried when the fields were constructed. Secretary Morin expressed thanks to Mr. Mike Pivero for donating the loam to fill the 10+ holes. And to the Highway Department for their work in completing the job so that the Newton Baseball/Softball Association could have their opening day on May 4, 2019. The Board expressed their thanks and appreciation as well.

C. Review 2019 Hazardous Waste Day bids

Chairman Gonyer stated that the Town received 2 bids for the 2019 Hazardous Waste Day, one from Care Environmental Corporation and the other from TradeBe Environmental Services. Based on the results from 2017 Hazardous Waste Day Transfer Station Manager (TSM) Gagnon reviewed a spreadsheet comparing the two quotes with the Board. The major difference between the two quotes is that TradeBe charges a 12% Environmental Assessment Fee. Both companies will take the same hazardous waste materials.

Selectman Doggett moved to award the contract to Care Environmental Services to hold the 2019 Hazardous Waste Day from 9:00am-12:00pm. Seconded for discussion by Chairman Gonyer.

Chairman Gonyer asked what date the event would be held and if the company was available. Secretary Morin stated that she asked for availability for October and November Saturday's and that Care Environmental Services had November 2, 2019 available.

The motion passed with a unanimous vote.

Selectman Doggett moved to authorize the Chairman to sign the contract with Care Environmental Services when available. Seconded by Selectman Burrill with a unanimous vote.

D. Town Beach landscape maintenance quote

Selectman Burrill reviewed the quote to have the Town Beach maintained by the current landscaper. He stated that the spring cleanup would be done by the prisoners from the Rockingham County Jail. The cost to maintain the grounds minus the spring cleanup would be \$2,000.00 for 15 services and fall cleanup. The ground maintenance would be done twice a month on the same schedule as the rest of the Town property. The Board decided to wait on adding the Town Beach to the ground's maintenance schedule. Selectman Burrill stated that he would like to have the Town Beach grounds maintenance to be included in the 2020 budget.

E. Town Properties Update – 2 Amesbury Road and Central Fire Station

Secretary Morin stated that the 30-day notice for 2 Amesbury Road providing the previous owner the option to pay the back taxes and other expenses incurred by the Town has expired. The Town can now offer the property for sale or auction. As soon as the auction date is set it will be posted on the Town's web site.

The Board discussed the options available to sell the Central Fire Station.

Selectman Burrill moved to advertise for letters of interest from Brokers to sell the Central Fire Station. Seconded by Selectman Doggett with a unanimous vote.

The letter should include experience in selling commercial/municipal property and the commission the Broker would require.

F. Roofing Quotes – Library, Marshall House and Barn

Chairman Gonyer asked if the quotes were included in the 2019 budget. Town Administrator Wrigley stated that the repairs were not included in the budget. Secretary Morin stated that the Library Director was informed by the companies providing the quotes that the roof shingles are like potato chips and could not guarantee that a repair would not leak.

Selectman Burrill stated that the funds from selling the Central Fire Station could be used to make the repairs next year.

Selectman Michaels asked if the Marshall house and barn roofs were leaking. Secretary Morin stated that she does not believe they are leaking at this time.

The Board will wait on repairs until the sprinkler system and the Construction Managers fees have been paid. Then they will re-visit this topic if funds are available. If no funds are available, the repairs will be budgeted for 2020.

G. Town Beach Landscaping – continued

Selectman Burrill asked Secretary Morin to inquire from the landscaper if we could transfer the remaining contact from 2 Amesbury Road to the Town Beach. Secretary Morin will make the inquiry.

H. Flooring Quotes – Library bathroom floor

Town Administrator Wrigley stated that repairs to the flooring is in the 2019 budget. Selectman Doggett stated that the last time he looked at the flooring there wasn't an issue. Town Administrator Wrigley stated that the flooring is curling near the base board. Team Handyman provided a quote for flooring and plumbing, \$1,300.00. Rugs, Rolls, and More provided a quote for floor installation only, \$655.00. Normand Berube Plumbing provide a quote for plumbing only, \$200.00.

Selectman Doggett moved to accept the quote from Rugs, Rolls, and More for the flooring portion and Normand Berube Plumbing for the plumbing portion to replace the flooring in the bathroom at the Gale Library for a total amount of \$855.00. Funds to come from the General Government Budget. Seconded by Selectman Burrill with a unanimous vote.

I. Review RFP – IT Support

Secretary Morin stated that the proposal includes the requirements from the Police Department and that all other departments have reviewed the RFP. The Board agreed to release the RFP for IT Support.

J. 2019 Quintal Commercial Lease agreement

Selectman Burrill stated that the reason the lease needs to be renewed each year is because a warrant article would need to be passed in order to extend the lease for more than 1 year.

Selectman Burrill moved to sign and enter into a 1-year lease agreement with Civil Construction Management Corporation from June 1, 2019 to May 31, 2020 for a yearly fee of \$10,200.00. Seconded by Selectman Doggett with a unanimous vote.

K. Comcast Franchise Fee – Memo to Bookkeeper

Chairman Gonyer read the memo to the Bookkeeper indicating the Comcast Franchise Fee payment for January-March 2019 was \$23,281.14 of that \$2,328.11 goes to the Cable Revolving Fund.

Selectman Doggett moved to authorize the Bookkeeper to cut a check for \$2,328.11 to the Cable Revolving Fund. Seconded by Selectman Burrill with a unanimous vote.

L. 2018 Pay Matrix update

Town Administrator Wrigley reviewed the pay matrix which contains grade, step and rate of pay for each employee. She asked if this document can be copied or is it for public viewing only. Selectman Doggett stated that the document should be made public.

Selectman Doggett suggested the document be re-named to "2018 Matrix Summary". Town Administrator Wrigley will re-name the document.

Secretary Morin addressed the Board and suggested that employee evaluations be submitted in July so that the 2020 proposed budgets would include any pay increases.

Selectman Doggett stated that last year the Board requested evaluations be submitted by September 1, 2018 and some departments were not able to make the deadline. Selectman Doggett suggested the deadline be August 1, 2019. Selectman Burrill stated that the Board should not have to read through the entire evaluation but the last section where the reviewer provides comments. Upon further discussion the Board decided to add employee evaluations to their May 21, 2019 agenda to be discussed in more details.

M. Request to use metal detector on Marshall Property

Town Administrator Wrigley addressed the Board. There are some members of the Historical Society that would like to search the grounds for any historical objects that would then be displayed in the museum. Town Administrator Wrigley stated that she spoke with Mr. Bill Landry from the Historical Society and he would ask the members to sign a waiver. Selectman Burrill stated that the waiver should come from the Town's insurance company. Town Administrator Wrigley stated the waiver Mr. Landry has was reviewed by Primex. The Board agreed that the use of a metal detector was acceptable.

N. Review Building Inspector / Code Enforcement job description

Selectman Doggett moved to accept the Building Inspector / Code Enforcement job description as written. Seconded by Selectman Michaels with a unanimous vote.

O. Per RSA 31:95-b to accept and expend unanticipated funds to Food Pantry from the Newton Historical Society in the amount of \$36.00.

Selectman Doggett per RSA 31:95-b moved to accept and expend unanticipated funds to Food Pantry from the Newton Historical Society in the amount of \$36.00. Seconded by Selectman Michaels with a unanimous vote.

III. Sign Manifests, Tax Credits, and Appointments

➤ Manifest

Selectman Michaels moved to sign vendor manifest dated May 7, 2019 in the amount of \$149,741.32. Seconded by Selectman Burrill with a unanimous vote.

➤ Veteran Tax Credit

Selectman Michaels moved to sign Veteran Tax Credit for map 13-3-11-90 for tax year 2019. Seconded by Selectman Doggett with a unanimous vote.

➤ Appointment

Selectman Michaels moved to authorize the Chairman to sign Deputy Warden appointment for James Ryan per recommendation by Forest Fire Warden William Ingalls. Seconded by Selectman Burrill with a unanimous vote.

III Announcements

Chairman Gonyer read a proclamation declaring May 5-11, 2019 as Municipal Clerk's Week.

Chairman Gonyer moved to sign Municipal Clerk's Week Proclamation. Seconded by Selectman Doggett with a unanimous vote.

IV. Approval of Minutes

Selectmen's non-public and public meeting minutes dated April 16, 2019

Selectman Doggett moved to accept the non-public and public meeting minutes dated April 16, 2019 as written. Seconded by Selectman Michaels with a unanimous vote.

Selectmen's non-public and public meeting minutes dated April 25, 2019

Selectman Doggett moved to accept the non-public and public meeting minutes dated April 25, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.

Selectmen's non-public and public meeting minutes dated April 29, 2019

Selectman Doggett moved to accept the non-public and public meeting minutes dated April 29, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.

No non-public session minutes were unsealed.

V. Adjourn

Selectman Doggett moved to adjourn at 8:55pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary