



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

DATE: TUESDAY, May 21, 2019

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Vice Chairman Doggett called the meeting to order at 6:00pm. In attendance were Selectmen, 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. Excused this evening was Selectman Lisa L. Gonyer.

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

Selectman Burrill 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: Foote – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Burrill moved to close the non-public session at 6:45pm. Seconded by Selectman Foote with a unanimous roll call vote: Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.

Selectman Burrill moved to go into non-public under RSA 91-A:3 II (a) – Investigation at 6:46 pm. Seconded by Selectman Foote with a roll call vote: Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.

Selectman Burrill moved to come out of non-public at 6:50 pm. Seconded by Selectman Foote with a roll call vote: Doggett – aye, Foote – aye, Burrill – aye, Michaels – aye.

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

Selectman Foote moved to close the non-public session at 7:10pm. Seconded by Selectman Michaels with a unanimous roll call vote: Foote – 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 (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.

II. Scheduled Business

A. 2 Amesbury Rd – St. Jean Auctioneer update

Mr. Jim St. Jean of St. Jean Auctioneer addressed the Board. Mr. St. Jean reviewed with the Board the options for auctioning 2 Amesbury Road. Option 1 would be an absolute which has no reserve or minimums. Option 2 would be with a reserve. Mr. St. Jean stated that 80% of the Towns they work with do an absolute. He further explained that having a reserve and if the property did not sell, they would charge the Town for advertising and their fees.

Selectman Doggett asked if the advertisement could be in the Lawrence Eagle Tribune. Mr. St. Jean stated that they could use the local paper but have found success using the Manchester Union Leader.

Mr. St. Jean stated that banks will not finance tax deeded properties and title insurance is hard to acquire. Most buyers of this type of property are cash buyers.

Selectman Michaels asked for his recommendation which Mr. St. Jean stated the he would recommend no minimum reserve. If the Board wishes to place a minimum, he would recommend \$35,000 - \$40,000 which would not be published. This will allow the Board to vote on whether to accept a lower offer.

Selectman Burrill asked what the Town's investment is. Secretary Morin stated that the Town's has about \$49,000.00 between back taxes and maintenance. Mr. St. Jean stated that if the property sells, the buyer pays all the auctioneers fees.

Selectman Burrill stated that if the Board chooses to set a minimum that the Board should meet in a non-public session to discuss what the minimum would be.

Selectman Burrill moved to authorize the Vice Chairman to enter into an agreement with James R. St. Jean Auctioneers to auction 2 Amesbury Road. Seconded by Selectman Foote with a unanimous vote.

Mr. St. Jean recommends holding an open house on a Friday morning and the auction the same afternoon.

B. Fire/Rescue Station

a. Sprinkler system update

Construction Manager (CM) Pivero addressed the Board. He stated that a meeting was held with the design team, architect, engineer and sprinkler mechanical engineer on May 13, 2019 to discuss the sprinkler system installation. The participants concluded that the installation of the sprinkler system should be put on hold until the new Building Inspector has reviewed and approved the design plans. The participants would like the Building Inspector present at future meetings. Depending on what the Building Inspector finds in the design plans that cost may increase.

CM Pivero asked that a member of the Board be at the meetings as well. Selectman Burrill volunteered to be at the meetings. Selectman Burrill asked if a representative from the Fire Marshal's Office would be at the meetings. CM Pivero stated not at this time.

CM Pivero stated that Jeff Murphy from SFC Engineering does not believe the August 31st deadline will be met. Selectman Burrill asked when will we include the Fire Marshall and let him know the deadline might not be met. CM Pivero stated that Jeff Murphy from SFC Engineering will reach out to the Fire Marshall's Office if needed.

b. Update -- Inspection report

Building Inspector (BI) Denis Nadeau addressed the Board and updated them on the inspection he performed on May 17th at the Fire/Rescue Station. Using the inspection report that former Building Inspector Ron Lemere did, he verified that the violations have been resolved or being worked on.

BI Nadeau stated that the ADA codes must be within specifications unlike the building codes where tolerances allowed.

The only issues he found was that signage for the restroom and lockers were missing. He was told that the signage has been ordered.

He was not able to inspect the plumbing underneath the flooring and must take it on good faith that it was installed properly.

He stated that a conditional occupancy permit could be issued that would state that previous violations have been resolved once he receives requested documentation. The new conditional occupancy permit would be issued with the condition the sprinkler system be installed.

C. Fire Department – Equipment repair updates

Chief Alcainho addressed the Board. He stated that there are still hoses that need to be replaced. Engine 2's repairs have been completed for this year but there are repairs still needed that will be done in 2020. Engine 1's yearly service is complete but there are repairs still needed that will be done in 2020. Rescue 6's emergency repairs have been completed. The ambulance will be serviced the week of May 26th. The Tahoe has a minor issue with a sensor and will be replaced once the sensor no longer functions.

Chief Alcaldinho stated that Engine 2 may need to have some of the repairs done before the end of the year.

Chief Alcaldinho stated that he contacted ISO (Insurance Safety Office) about the Town's rating. He was informed that the rating would only change if any equipment additions/deletions has taken place since the last review in 2015. He sent to the Board a document, NFPA 1901, containing guidelines for first-line and reserve fire apparatus for their review.

Tanker 5 needed service on the pump. The pump passed NFPA testing but needs repairs. Chief Alcaldinho stated that he is looking to increase the maintenance portion of the 2020 Fire Department Budget up to \$15,000.

Chief Alcaldinho informed the Board that 4 members of the Fire Department will be attending the Tri-State Weekend for Fire and Arson Investigation Training to be held in Maryland the weekend of June 8-9, 2019 by the National Fire Academy. Lawrence Foote, Justin Kane, Sean Kane and Chief Alcaldinho will be attending. The Chief asked if they could use the Fire Department's pickup truck for traveling to the Academy instead of paying for 4 air flights. The Board agreed to this proposal.

D. Veteran's Day Pancake Breakfast – Custodial deposit required

Selectman Burrill stated that this is the 2nd Annual Veteran's Day Pancake Breakfast which will be held at the Memorial School. The School District is waving the fees, but we must still pay for the custodian. A deposit of \$100.00 is required.

Selectman Burrill moved to pay the \$100.00 deposit to the Sanborn Regional School District for custodial service for the Veteran's Day Pancake Breakfast to be held at the Memorial School on November 11, 2019. Funds to come from the Executive budget. Seconded by Selectman Foote with a unanimous vote.

E. EMPG Grant --- Local Emergency Operations Plan (LEOP) Application

Selectman Foote explained that the grant is to update the Town's emergency operations plan which needs to be done every 5 years. The cost is \$8,000.00 and the grant will cover 50%. The Town will need to cover the remainder using a soft match of \$4,000.00.

Selectman Foote moved to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 for LEOP Update Project. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the town will be responsible for a 50% match (\$4,000.00) which will be a soft match. Seconded by Selectman Burrill with a unanimous vote.

F. Recreation

a. Update – Town Beach grounds maintenance

Secretary Morin stated that the landscape company will transfer the contact from 2 Amesbury Road to the Town Beach if needed. She also stated that the Town Custodian Romanoski will maintain the landscape.

b. Reallocation of budget fund for water testing at Country Pond

Selectman Burrill stated that the Recreation Commission would like to re-allocate \$180.00, that was budgeted for water testing at Country Pond, to be given to the Lake Host Association. He is also asking the Board to add \$200.00 to help the Association meet its goal of \$2,500.00. The Lake Host Association is a non-profit organization that works to educate boaters on invasion plants.

Selectman Burrill moved to re-allocate \$180.00 to the Lake Host Association. Seconded for discussion by Selectman Foote.

Selectman Doggett stated that there is a process that should be followed as with all non-profit organizations that the Town donates or pays for services.

Ms. Trish McCarthy addressed the Board. She stated that Conservation Commissions for both Newton and Kingston along with Country Pond Lake Association are testing the water. She expressed surprise that the E-coli water testing was no longer being done. Town Administrator Wrigley stated that the DES has classified Country Pond as a "Clean" pond and will no longer test for E-coli.

Selectman Burrill rescinded his motion.

c. Raft repairs needed

Secretary Morin explained that the amount allocate in the Recreation 2019 budget for the repair of the raft was \$200.00. The raft needed to have both floats replaced at a cost of \$451.39. The Board acknowledged the additional cost of repairs.

G. Letter to DES and EPA

Selectman Michaels read an email letter that she would like the Board to approve to send to NH DES, EPA and State Representatives. The letter asks the DES and EPA to expedite testing for PFAS at Country Pond. A recent report sited that PFAS in the Country Pond Marsh was found to be 5600 ppt (parts per trillion) which exceeds the safety standard by over 500x. The cost of testing for PFAS will need to be paid by the Town.

Selectman Michaels moved to send the letter to NH DES, EPA and State Representatives requesting to expedite testing for PFAS at Country Pond. Seconded by Selectman Foote for discussion.

Mr. Robert Zalenski addressed the Board. He stated that in East Kingston PFAS were found in high levels at Bodwell's Septic Service in East Kingston. He stated that at one time Nicol Farms had a permit to discharge sewage waste and wanted to know if they still have a permit to discharge sewage. Town Administrator Wrigley stated that she has not seen a permit in several years. Selectman Michaels will follow up with Mr. Zalenski.

The motion passed with a unanimous vote.

Selectman Michaels announced that on May 30, 2019 at 6:00pm in the Main Hall there will be a presentation and panel discussion about clean water and is free of charge to the public.

Selectman Burrill stated that Hampstead created through a warrant article a Water Resource Committee to safeguard the Town's water. Town Administrator Wrigley stated that the Town had established a Water Board at one time. The Water Board needs members.

H. Employee Evaluation

a. Date that evaluations need to be submitted

Secretary Morin and Town Administrator Wrigley explained that in order to more timely complete employee evaluations, they recommend having evaluations completed by June 27th. Secretary Morin stated that she has spoken with the Town Clerk, Transfer Station Manager, Fire and Police Chiefs about moving up the evaluation date. The reason for this is so that proposed budgets can be completed sooner and have a better idea of any salary increases that might need to be added to the budget.

Town Administrator Wrigley stated that a short version of the evaluation form was available but after speaking with Chairman Gonyer, the full evaluation would still need to be completed. If that is the case, then the short form should not be used.

Selectman Doggett stated that the Board only needs to see the cover sheet and any recommendations for a merit increase. Town Administrator Wrigley stated that most employees received a substantial increase in 2018 and would most likely not receive an increase for 2019.

Selectman Burrill would like to see a spreadsheet from each department with pertinent information about the employees just for this year. This will allow the Board to focus on the employees that the department head has recommended for a merit increase. Then next year a full evaluation would be done for each employee.

Selectman Doggett has an issue with asking for evaluations and providing increases, if any, this year. Secretary Morin explained that the increase would not take affect until the end of December 2019. Selectman Burrill stated that the employee would not know about the increase until the end of December 2019.

Chief Alcadinho stated that providing evaluations this soon would not be feasible for the Fire Department. The department has certain standards that each member must meet per calendar year. Chief Alcadinho stated that he will have trouble meeting with all the members prior to the June 27th deadline. Selectman Doggett stated that the evaluations should not be reviewed with the employee until the Board has met with the Department Head.

Selectman Burrill stated that the Board is looking for a summary for each employee. The Department Head will meet with the employee later but no later than December 2019.

Secretary Morin asked Chief Alcainho when he could have the evaluations completed. He stated in September. Selectman Doggett suggested that the Fire and Police Department be done by August 1, 2019.

Chief Alcainho stated that he would not be able to recommend an increase because some members would not have enough time to meet the departments requirements.

Selectman Doggett stated that as long there is a quorum, the Board should meet to review the evaluations.

Chief Alcainho stated that August 1st most members of the fire department will probably not meet the SOP requirements. It may take them the full year to meet the department requirements. Selectman Doggett stated the Board can make a motion to award an increase upon meeting the departments requirements.

Selectman Burrill moved to make the employee evaluation completion date of July 1, 2019. Seconded by Selectman Foote with a unanimous vote.

b. Process to review evaluations

Town Administrator would like to see the Board meet more often to be able to complete the evaluations. The Board will do it's best to meet more often in July.

Town Administrator asked to have budgets submitted by October 1, 2019. The Board took this under advisement.

III. Sign Manifests, Correspondence and Appointments

➤ Manifest

Selectman Foote announced that the Board signed payroll manifest for pay period April 28 – May 11, 2019 with a pay date of May 13, 2019.

Selectman Foote moved to sign vendor manifest dated May 21, 2019 in the amount of \$185,809.50 of which \$121,852.00 goes towards the Sanborn Regional School District June payment. Seconded by Selectman Burrill with a unanimous vote.

➤ Appointments

Selectman Michaels moved to appoint William E. Ingalls to the position of Forest Fire Warden for a term of 3-years expiring in May 2022. Seconded by Selectman Foote for discussion.

Chief Alcainho addressed the Board to express his concern that some of the appointees do not want their phone numbers published on the Fire Department's web

site. If they are not published, then residents cannot reach them for burning permits or to report illegal burning. He stated that not having the phone numbers available to the public defeats the reason for having Deputy Fire Wardens or Issuing Agents.

Town Administrator Wrigley clarified that the Board is recommending to the State Forest Ranger the appointments. They are not employees of the Town.

Selectman Burrill asked if a central phone number could be posted on the web site for residents to call that would be forwarded to their phone.

Upon further discussion the Board requested that Town Administrator contact the State Forest Ranger and ask if Deputy Wardens phone numbers need to be public.

➤ Correspondences

Selectman Burrill acknowledged that the Board received a letter from Mr. Tony Romanoski which provided information on cutting trees and damaging rock walls along NH scenic roads.

IV. Other Business

Mrs. McCarthy addressed the Board about auctioning 2 Amesbury Road. Mrs. McCarthy stated that the minimum bid can be your starting bid and doesn't mean you will take that bid. The reserve can be the real bottom line. The Board can post a public hearing notice the same day as the auction and if the reserve is not met but is close, the Board can meet and accept the bid.

Mrs. McCarthy informed the Board that they can ask the Auctioneer if he will accept a named exclusion. If in the last few years someone has expressed interest in the property, you can add their name to the list. Give the interested party a deadline to purchase it. Should the interested party purchase the property the Town would not have to pay the Auctioneers fees.

Mrs. McCarthy stated that the Board should ask the auctioneer if he can put the information about the property on LoopNet and local MLS as a commercial listing.

V. Announcements

Selectman Burrill announced that the Memorial Day parade will step off at 9:45am from the new Fire/Rescue Station.

VI. Approval of Minutes

Selectmen's non-public and public meeting minutes dated May 7, 2019

Selectman Foote moved to accept the non-public and public meeting minutes dated May 7, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.

No minutes were unsealed.

VII. Adjourn

Selectman Michaels moved to adjourn at 9:09pm. Seconded by Selectman Burrill with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary