



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

DATE: TUESDAY, August 20, 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 non-public session minutes were transcribed and typed by Nancy J. Wrigley. The public meeting minutes was transcribed and typed by Diane M. Morin. Selectman Lawrence B. Foote was excused this evening.

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

Selectman Doggett moved to go into non-public session at 6:02pm under RSA 91-A: 3 II (a) – Compensation. 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 6:47pm. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to go into non-public session at 6:47pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Doggett moved to close the non-public session at 7:17pm. 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 7:17pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.

Selectman Burrill moved to close the non-public session at 7:31pm. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – 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 (b) 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. Scheduled Business

A. Business Occupancy permit jurisdiction

Building Inspector (BI) Denis Nadeau addressed the Board asking for clarification on which department or board can issue a business occupancy permit. BI Nadeau stated that the Building Inspector should be able to issue the permit if the type of business does not change such as a retail store. Should the type of business change then the Planning Board would need to review the site plan. BI Nadeau stated he was told that the Planning Board would have to review the site plan even if the type of business did not change. He is asking the Board to allow the Building Inspector or Code Enforcement to issue the permit without having the owner go before the Planning Board should the type of business not change.

The Board discussed the process and agreed that the Building Inspector or Code Enforcement should be able to issue Business Occupancy permits if the type of business does not change.

Selectman Burrill moved to adopt the Business Occupancy Application Process if it does not violate any RSA or State Codes that require Planning Board approval. Seconded by Chairman Gonyer for discussion.

Chairman Gonyer stated that as long as there are no RSA or Code violation. She stated that the Policy and Procedure Committee can review the process and put an adopted date on it. Once that is done the Board can then adopt the amended process.

Selectman Doggett stated the applicant should be submitting the application to the Building Department and not Code Enforcement. The Policy and Procedure Committee will review and update the process as needed.

The motion passed with a unanimous vote.

B. Fire/Rescue Station

a. ADA signage

Chief Alcainho informed the Board that the ADA signage has been installed at the Fire/Rescue Station.

b. Sprinkler system update

Selectman Doggett expressed his displeasure that the sprinkler system project is not moving forward and the lack of communications. The Board has not had any updates nor plans available and the completion date is scheduled for August 30, 2019.

Selectman Burrill requested the Board hold a meeting either August 26 or 27, 2019 with SFC Engineering, the Construction Manager and the mechanical service company, Breen & Sullivan to get answers as to why the project is delayed. Secretary Morin will contact the stakeholders to setup the meeting.

Secretary Morin stated that Breen & Sullivan hired an engineer to design the sprinkler system. The contacted engineer has submitted a partial design to Jeff Murphy, SFC Engineering, for review. Mr. Murphy then reviews the design and sends it back to the engineer for further revisions. Mr. Murphy then has to wait a few more weeks to get the revised design back for further review. Secretary Morin stated that Construction Manager Pivero was informed that Mr. Murphy is looking to another engineer to design the system. Chairman Gonyer asked what is Breen & Sullivan doing about the situation. Secretary Morin did not have any answer.

Chairman Gonyer explained that the Town issued the temporary occupancy permit to set a deadline for the sprinkler system installation. Whereas the deadline is fast approaching, August 30, 2019, the Town can extend the temporary occupancy permit should it be necessary.

C. Greenie Park

a. Expanding parking area at park -- Tabled

b. Update on irrigation

The irrigation heads being replaced are not the same ones. Secretary Morin stated that the system is old, and the heads being replaced are due to age.

D. Update on Central Fire Station zoning option

Selectman Doggett stated that the old Central Fire Station is in a residential zone but is being sold as a commercial property. The Town would need to go before the Board of Appeals to have the property re-zoned to commercial. The Board agreed that the property should be re-zoned to commercial. The Board asked Town Administrator Wrigley to find out what steps are needed to re-zone the property.

E. Review -- New JLMC (Joint Loss Management Committee) Death and Serious Injury Reporting Policy

Selectman Doggett stated that the JLMC and Primex reviewed the policy.

Selectman Doggett moved to adopt the Death and Serious Injury Reporting Policy. Seconded by Selectman Burrill with a unanimous vote.

F. Town Hall Flagpole quotes

Secretary Morin stated that she asked Transfer Station Manager Gagnon if he would be able to take the old flagpole down. He believes he would be able to do it. Chairman Gonyer stated that the Town could be held liable should the flagpole cause damage to any property. The Board agreed that the flagpole should be removed by professionals who would have liability insurance.

Upon further discussion the Board asked to have the Building Inspector verify that the flagpole needs to be replaced sooner than later.

G. Review quotes for 2019-2020 Oil and Propane

Selectman Michaels stated that the company the Sanborn School District uses does not have the trucks to service the Town so the Town will not be able to take advantage of the lower costs. Selectman Michaels reviewed the quotes she received from several different companies. She is still awaiting any fees the Town would have to pay if a new company is selected. Selectman Burrill stated he would not expect the Town to pay for inspection fees of tanks. Selectman Michaels stated that we need to get more information on cost. Selectman Michaels will provide Secretary Morin with the contact information of the companies she received quotes from.

H. Comcast Franchise Fee – Memo to Bookkeeper

Selectman Doggett read the letter to Bookkeeper Kim Hughes instructing her to cut a check that will be deposited into the Cable Revolving Fund from the Comcast Franchise Fee.

Selectman Doggett moved to authorize the Bookkeeper to cut a check in the amount of \$2,382.34 to be deposited in the Cable Revolving Fund. Seconded by Selectman Burrill with a unanimous vote.

I. Primex Insurance Renewal – Worker's Compensation and Town Property

Town Administrator Wrigley stated that the contract is for a 3-year agreement with the Town's insurance carrier.

Selectman Doggett moved to authorize the Chairman to sign the 3-year contracts with Primex for Worker's Compensation and Property Liability insurance. Seconded by Selectman Burrill with a unanimous vote.

III. Sign Manifests, Requisitions, Tax Credits

➤ **Manifest**

Selectman Michaels moved that the Board signed the vendor manifest on July 30, 2019 in the amount of \$1,130,463.40 of which \$1,084,000.00 goes towards the August Sanborn Regional School District payment on July 30, 2019. Seconded by Selectman Doggett with a unanimous vote.

Selectman Michaels moved that the Board signed the vendor manifest on August 6, 2019 in the amount of \$73,507.59. Seconded by Selectman Doggett with a unanimous vote.

Selectman Michaels moved that the Board signed the payroll manifest on August 6, 2019 for pay period July 21 – August 3, 2019 with a pay date of August 8, 2019. Seconded by Selectman Doggett with a unanimous vote.

Selectman Burrill moved to sign vendor manifest dated August 20, 2019 in the amount of \$1,142,365.25 of which \$1,084,000.00 goes towards the September Sanborn Regional School District payment. Seconded by Selectman Doggett with a unanimous vote.

Selectman Burrill moved to sign payroll manifest pay period August 4 - 17, 2019 with a pay date of August 22, 2019. Seconded by Selectman Doggett with a unanimous vote.

➤ Requisitions

Selectman Doggett moved to sign requisition #2651 in the amount of \$1,055.70 for a new Fire Danger sign. Funds to come from the 2019 Forest Fire Budget. Seconded by Selectman Michaels with a unanimous vote.

➤ Veterans Tax Credit

Selectman Doggett moved to sign Veterans Tax Credit for map 6-9-10-11 for tax year 2020. Seconded by Selectman Burrill with a unanimous vote.

IV. Other Business

Secretary Morin informed the Board that they need to hold a public hearing to solicit input from residents for the Illicit Discharge and Detection Elimination Ordinance which was written by the Town Engineer and Rockingham Planning Commission in accordance with the MS4 rules. The Board will hold the public hearing on September 17, 2019 beginning at 7:30pm in the Town Hall.

The ordinance and plans are available on the Town web site under Planning Board\Stormwater Management.

V. Announcements

Selectman Burrill announced that Old Home Day will be on September 14 from 11:00am – 4:00pm at the Memorial School. The senior BBQ will take place on September 12 from 4-6:00pm at the Safety Complex.

Chairman Gonyer announced that the NH DES (Department of Environmental Services) will be holding a seminar sometime in October in Kingston to discuss PFAS in the local water supply. The date is still to be determined. Secretary Morin stated that Senator Tom Sherman offered to come and speak about this at the Board's September 17th meeting. The Board appreciates and accepts his offer to speak on this subject matter.

Chairman Gonyer announced that David Powell and Stephen Quaglietta were hired as Transfer Station Attendants.

Chairman Gonyer announced that the Town received \$15,000 in grant money for the Electronic Message Board.

VI. Approval of Minutes

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

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

Selectmen's non-public and public meeting minutes dated July 23, 2019

Selectman Doggett moved to accept the non-public and public meeting minutes dated July 23, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.

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

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

Selectmen's non-public and public meeting minutes dated August 14, 2019

Selectman Doggett moved to accept the non-public and public meeting minutes dated August 14, 2019 as written. Seconded by Selectman Burrill with a unanimous vote.

VII. Adjourn

Selectman Doggett moved to adjourn at 9:01pm. Seconded by Selectman Michaels with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary