



Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, FEBURARY 21, 2017
TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

MEETING MINUTES

I. Call to Order

Chairman Doggett called the meeting to order at 6:00 pm. In attendance were Selectmen James L. Doggett, Chairman, Matthew A. Burrill, Vice Chairman, Robert S. Donovan, Jr., Lawrence B. Foote, Lisa L. Gonyer; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The public meeting was recorded and audiotaped; minutes were transcribed and typed by Diane Morin. The non-public meeting minutes were transcribed and typed by Nancy J. Wrigley.

II. Pledge of Allegiance

Nonpublic Session under RSA 91-A:3 II (a) – (c) -HR Matters

Selectman Foote moved to go into Nonpublic Session at 6:00pm under RSA 91-A: 3 II (a) – (c) HR Matters. Second by Selectman Burrill with a unanimous roll call vote: Doggett – aye, Burrill – aye, Donovan – aye, Foote – aye, Gonyer – aye.

Selectman Foote moved to come out of non-public at 6:56pm. Second by Selectman Gonyer with a unanimous roll call vote: Doggett – aye, Burrill - aye, Donovan – aye; Foote – aye and Gonyer – aye.

Chairman Doggett announced Justin Kane earned his paramedic license. Effective 2/27/2017 Justin Kane will move to grade XV step 6 per unanimous approval from the Board.

Chairman Doggett announced that an Elderly tax exemption was granted.

Selectman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) - (c) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Second by Selectman Gonyer with a unanimous vote.

III. Approval of Minutes

A. Selectmen's Public Meeting minutes dated January 16, 2017.

Selectman Donovan moved to accept the public minutes as written dated January 16, 2017. Second by Selectman Gonyer with a unanimous vote.

B. Selectmen's Public Bond Hearing minutes dated January 16, 2017.

Selectman Foote moved to accept the minutes of the Public Bond Hearing as written dated January 16, 2017. Seconded by Selectman Burrill with a unanimous vote.

C. Selectmen's Public Budget and Warrant Articles minutes dated January 16, 2017.

Selectman Burrill moved to accept the Budget and Warrant articles minutes dated January 16, 2017 as written. Seconded by Selectman Foote with a unanimous vote.

D. Amend Selectmen's Public Minutes from December 20, 2016.

On page 6 of the minutes it reads "Chairman Gonyer moved to authorize the Bookkeeper to carry-over up to 44.25 hours of PTO time for the Bookkeeper". Amend to read "Selectman Gonyer".

Selectman Gonyer moved to accept the public minutes from December 20, 2016 as amended. Seconded by Selectman Donovan with a unanimous vote.

IV. Scheduled Business

A. Police Special Details rate.

Chief Jewett stated the current rate charged to vendors that use the police for special details is \$62.00 per hour. Chief Jewett recommends increasing the rate to \$68.00 per hour to ensure all related costs are covered and still be competitive with surrounding towns. The new rate is in the middle range of other Towns in Rockingham County. Chief Jewett will send a letter to all the vendors announcing the rate increase.

Selectman Gonyer motion to accept the recommended increase in rates for the Police Special Details. Seconded by Selectman Foote with a unanimous vote.

B. Memorandum of Understanding with Trinity EMS

Chief Alcadinho and Chairman Doggett spoke with the other area Fire Chiefs about the proposed amendment to the current contract. The amendment would allow the Town to transport any sick or injured patient if in their opinion the patient's condition warrants a quicker transport than waiting for Trinity. Chief Alcadinho is requesting the Chairman of Board sign the amendment.

Selectman Foote moved to have the Chairman sign the memorandum of understanding between Newton NH and Trinity Emergency Medical Services. Seconded by Gonyer with a unanimous vote.

C. Contract with independent Contractor-- Tax Collector.pdf request for signature to accept contract.

The contract is for the Tax Collector's office to use an independent contractor for property searches.

Selectman Gonyer moved to sign the contract with a cap of \$462.07. Seconded by Selectman Foote with a unanimous vote.

D. Review Joint Loss Management Committee, JLMC, Revision of First Aid Policy and sign.

Selectman Gonyer explained the update to the First Aid Policy was to clarify what actions should be taken when providing First Aid by employees.

Selectman Gonyer moved to accept the amendment to the First Aid Policy. Seconded by Selectman Foote with a unanimous vote.

E. Sign re-appointment for Mary P. Marshall to Stewardship Committee to expire on April 30, 2020.

Selectman Gonyer moved to appoint Mary P. Marshall to the Stewardship Committee to expire on April, 2020. Seconded by Selectman Foote with a unanimous vote.

F. Sign Letter to Bookkeeper regarding Cable Franchise Fee for the 4th quarter of 2016 in the amount of \$25,552.44.

Selectman Foote moved to sign the letter to the Bookkeeper for the fourth quarter of 2016 Cable Franchise Fee in the amount of \$25,552.44. Seconded by Selectman Donovan with a unanimous vote.

G. Approval of grant for Safety Equipment in the amount of \$6,000.

Selectman Foote reviewed the grant terms with the Board. The grant is awaiting final approval by the State of New Hampshire's Homeland Security to purchase safety equipment.

Selectman Gonyer moved to accept and expend the grant from Homeland Security in the amount of \$6000 for Tactical Equipment once approved by the State. Seconded by Selectman Donovan with a unanimous vote.

H. Approval of grant for AED in the amount of \$13,533.45.

Selectman Foote reviewed the terms of the grant. The Town will receive 17 AED units through the grant to be dispersed between town buildings and vehicles. The State will pay half the cost while the Town pays the other half. The Town's portion can be used as a soft match to train employees. The course is \$25 per hour and is a 2-hour course. For each employee trained the soft match from the State will reduce the amount the Town pays. The cost of the training will come from the individual departments. Employees will not be paid to take the training. The training will be available at different dates and times to accommodate more employees.

Selectman Gonyer moved to accept and expend upon State approval the grant for AED's in the amount of \$13,533.45. Seconded by Selectman Donovan with a unanimous vote.

I. Accept removal from Selectmen's Handbook "Anti-Bullying/Harassment" Policy due to duplication within the Joint Loss Management Policies which has already been accepted by the Board.

Selectman Donovan moved to remove the "Anti-Bullying/Harassment" policy from the Selectmen's handbook and to sign the amendment. Seconded by Selectman Gonyer with a unanimous vote.

J. 2017 Selectmen's Meeting Schedule.

Selectman Foote moved to accept the 2017 Selectmen's meeting schedule. Seconded by Selectman Gonyer with a unanimous vote.

K. Request from Fire Department for Crown Victoria vehicle.

Chief Alcadinho requested to re-assign the Police Crown Victoria vehicle to the Fire department so that members can use the vehicle to attend trainings outside of Newton NH. Currently the members need to use the Fire Chief's Command Vehicle and this is adding mileage to the vehicle and it leaves the Fire Chief without a vehicle. Selectman Burrill asked about the condition of the police vehicle. Chief Alcadinho stated the vehicle is mechanically sound. It will need a rear seat which can be purchased for a minimal cost.

Selectman Gonyer moved to have the Police Crown Victoria re-assigned to the Fire Department. Seconded by Selectman Foote with a unanimous vote.

The Chief would like to have the old ambulance sold as it is no longer in use. After discussion, the Board requested the Town Administrator and the Selectmen's Secretary compile a list of items to be sold and to include the ambulance. Once the list is compiled, the items will go out for sealed bids.

L. Review Grounds and Maintenance bids for Town buildings and Greenie Park.

Town Administrator, Nancy Wrigley, informed the Board that she sent out 12 requests for bids and received 2 new bids. After reviewing the bids, Selectman Burrill requested to have the Selectmen's Secretary contact Granite Coast Landscapes and enquire if they would be agreeable to a one year contract with the option of a second year at the price quoted.

Selectman Burrill moved to have the Selectmen's Secretary contact Granite Coast Landscapes and enquire about a one year contract with an optional second year at the price quoted. Seconded by Selectman Donovan with a unanimous vote.

M. Cable Station Manager job description.

Selectman Burrill suggested that a member of the Board review the job description and update as needed prior to the next meeting. Selectman Gonyer volunteered to review and modify the job description.

N. Withdrawal of warrant article for Rental Property Ordinance.

Town Administrator, Nancy Wrigley, explained that the Building Inspector withdrew the warrant article because more information and research was needed. The Board asked the Selectmen's Secretary to send an email to the Building Inspector requesting an update in October.

O. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$200 from Kathleen Barnes of Newton NH to the Newton Food Pantry.

Selectman Foote moved, per RSA 31:95-b, to accept and expend unanticipated funds in the amount of \$200. Seconded by Selectman Burrill with a unanimous vote.

P. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$1,130.04 from New England Clothes and Recycling to the Newton Food Pantry. Selectman Gonyer moved, per RSA 31:95-b, to accept and expend unanticipated funds in the amount of \$1,130.04. Seconded by Selectman Donovan with a unanimous vote.

Q. Per RSA31:95-e to accept a donated Dell PC, Monitor, and Keyboard for use as a backup for EMS from Amy Heini of Newton, NH. Selectman Burrill moved to accept donated Dell PC, monitor and keyboard. Seconded by Selectman Gonyer with a unanimous vote.

R. Acceptance of resignation from Kristal DeHart

Selectman Burrill moved to accept the resignation of Kristal DeHart effective February 1, 2017 with thanks for service. Seconded by Selectman Gonyer with a unanimous vote.

V. Announcements

Chairman Doggett announced that the Board signed the manifest dated January 31, 2017 in the amount of \$1,025,143.31.

Chairman Doggett announced that that Board signed the manifest dated February 7, 2017 in the amount of \$70,019.36.

Chairman Doggett announced that the Board signed the payroll manifest dated period 01/08/17-01/21/17 with a pay date of 01/26/17.

Chairman Doggett announced that the Board signed the payroll manifest dated period 01/22/17-02/04/17 with a pay date of 02/09/17.

VI. Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

Selectman Foote moved to sign manifest dated February 20, 2017 in the amount of \$1,057,288.90. Seconded by Selectman Burrill with a unanimous vote. Selectman Burrill stated that \$974,976.00 was paid to the Sanborn Regional School District.

Selectman Foote moved to sign manifest for Pay Period 02/05-2017-02/18/2017 with pay date of 02/23/2017. Seconded by Selectman Gonyer with a unanimous vote.

Letter from Town Clerk/Tax Collector Mary-Jo McCullough requesting the Board of Selectmen issue a warrant (order) to the Newton Police Department authorizing the issuance of civil forfeiture notices to the owners of unlicensed dogs.

Selectman Foote moved to authorize the warrant (order) for unlicensed dogs. Seconded by Selectman Burrill with a unanimous vote.

Selectman Donovan moved to sign the welfare voucher in the amount of \$301.57. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Donovan moved to sign the welfare voucher in the amount of \$1,000. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Donovan moved to sign the Cable Franchise Letter and authorize the payment of \$15,331.46 to the Newton Cable Revolving Fund. Seconded by Selectman Burrill with a unanimous vote.

Selectman Donovan moved to sign and approve a Veteran's Credit for PID # 4-6-3-10 in the amount of \$500. Seconded by Selectman Burrill with a unanimous vote.

Selectman Burrill moved to approve a Tax Abatement for PID # 8-3-11-19 in the amount of \$238.09 as recommended by Town Assessor Andrea Lewy. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Burrill moved to approve a Tax Abatement for PID # 4-6-3-10 in the amount of \$585.17 as recommended by Town Assessor Andrea Lewy. Seconded by Selectman Foote with a unanimous vote.

Selectman Burrill moved to approve a Tax Abatement for PID # 4-5-25 in the amount of \$71.92 as recommended by Tax Collector Mary-Jo McCullough. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Burrill moved to approve a Tax Abatement for PID # 9-3-12 in the amount of \$115.60 as recommended by Tax Collector Mary-Jo McCullough. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Gonyer moved to approve and sign requisition number 2536 in the amount of \$12,987.00 for the Leightronix UltraNexus which was approved on December 1, 2015 as part of the equipment upgrade. Funds to come from the Cable Revolving Fund. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to approve and sign requisition number 2649 in the amount of \$1,000 upon receiving invoice from New England Sports Park, Amesbury, MA for snow tubing. Seconded by Selectman Donovan with a unanimous vote.

Selectman Donovan moved to re-appoint Lawrence B. Foote as the Emergency Management Director for a term of 3 years effective immediately. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Burrill asked if the Cable Committee will be sponsoring a Candidate's Night. Diane Morin responded that the Cable Committee does not have enough members to work on this. Selectman Burrill would like the Board to sponsor the event. Upon further discussions, the format was defined. Each Candidate will have 2 minutes to speak. Then the audience will be allowed to ask questions. Selectman Burrill will be the moderator if the Town Moderator is not available. Selectman Gonyer will announce the event on Facebook. The Selectmen's Secretary Morin will contact the Candidates and confirm whether or not they will be attending.

VII. Adjourn

Selectman Donovan moved to adjourn the meeting at 8:23pm with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary