



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

**DATE: TUESDAY, March 7, 2017**

**TIME: 6:00PM**

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

**MEETING MINTUES**

**I. Call to Order**

Chairman Doggett called the meeting to order at 6:03 pm. In attendance were Selectmen James L. Doggett, 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. Matthew A. Burrill, Vice Chairman was excused this evening.

**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 6:03pm under RSA 91-A: 3 II (a) – (c) HR Matters. Second by Selectman Donovan with a unanimous roll call vote: Doggett – aye, Donovan – aye, Foote – aye, Gonyer – aye.**

**Selectman Donovan moved to come out of non-public at 6:17pm. Second by Selectman Foote with a unanimous roll call vote: Doggett – aye, Donovan – aye; Foote – aye and Gonyer – aye.**

**Selectman Gonyer 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 except for the following announcements. Second by Selectman Foote with a unanimous vote.**

**Chairman Doggett announced Jason Fredette has completed his Fire Fighter I training and will no longer be on probation. Effective 3/5/2017. Jason Fredette will move to Grade XI Step 10 per unanimous approval from the Board.**

**Chairman Doggett announced Sean Kane has completed his Fire Fighter I and II training as well as EMT Basic training. He will no longer be on probation. Effective 3/5/2017 he will move to Grade XIII Step 9 per unanimous approval from the Board.**

**Chairman Doggett announced that an Elderly Tax Exemption was granted.**

**III. Approval of Minutes**

**Selectmen's Public Meeting minutes dated February 21, 2017**

**Selectman Donovan moved to accept the minutes as written dated February 21, 2017. Seconded by Selectman Foote with a unanimous vote.**

**IV. Scheduled Business**

**A. Review Fire Department Fee schedule.**

Chief Alcainho explained the increase to the Fire Department permit fees are still in line with surrounding towns. The Board had discussed the increase at a previous Board meeting but had not officially approved the increase. Chief explained that if there was a call for inspection for 2 permits at the same location, only one fee would be charged.

**Selectman Gonyer moved to accept the new permit fee schedule as written effective January 1, 2017. Second by Selectman Donovan with a unanimous vote.**

**B. AED Grant amount revised from \$13,533.45 to \$15,834.00.**

Selectman Foote explained the increase in the cost to the town was the addition of the training sessions. The soft match is now added in to the total. He stated the town portion is \$7,917.00 and the terms of the grant has not changed.

Chief Alcainho expressed his thanks to the Board and to Selectman Foote for their cooperation and assistance with acquiring the AED (Automated External Defibrillator) grant and other grants as well.

**Chairman Doggett read the following motion: "The Town of Newton Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$7,917.00 for the purchase of Automated External Defibrillators (AED) and an AED trainer unit. Furthermore, the Board acknowledges that the total cost of this project, will be \$15,834.00 in which the Town will be responsible for a 50% match (\$7,917.00)".**

**Selectman Gonyer moved to accept the motion as read by Chairman Doggett and to authorize the Chairman to sign the AED grant agreement on behalf of the Town. Second by Selectman Foote with a unanimous vote.**

**C. Finalize Grounds and Maintenance bid for Town buildings and Greenie Park.**

Chairman Doggett stated that Granite Coast Landscaping agreed to a one year contract for grounds maintenance of Greenie Park, Town Hall, Police Department, Marshall House Museum, and Gale Library.

Upon further discussion, the Board chose to include the spring and fall cleanup at Greenie Park.

**Selectman Foote moved to accept a 1 year contract with Granite Coast Landscaping for grounds maintenance at Greenie Park, Town Hall, Police Department, Marshall House Museum, and Gale Library and to further authorize the Chairman to sign the contract on behalf of the Town. Second by Selectman Donovan with a unanimous vote.**

**D. Approve new hire for Board of Appeals Secretary position.**

Selectman Donovan questioned the number of hours that she would be working. Town Administrator Wrigley, explained that the Secretary would be paid a minimum of 2 hours and that the Board of Appeals meets once a month. Selectman Donovan stated that the position is not full time for the record.

**Selectman Gonyer moved to hire Gail LeBlanc for the Board of Appeals Secretary position at Grade IX Step 10 effective March 7, 2017 with a 2-hour minimum pay for each meeting. Seconded by Selectman Foote with a unanimous vote.**

#### **E. Evaluation Review.**

Town Administrator Wrigley, would like the Board to come up with a date to work on employee evaluations. The Board agreed but will wait until town elections are held.

#### **F. Review and sign contract for new Town server and laptop. HP Financial quote, HP Contract, Town Server, and Laptop**

Selectmen Secretary Morin explained the different payment options available from HP Financial. The most cost effective is the yearly payment of \$9,178.84 for 3 years. The lease will cover a new Town Server and a new laptop for the Town Administrator. Selectman Gonyer informed the Board that the Town can cancel the lease and return the equipment without a penalty at any time.

**Selectman Foote moved to accept the 3-year Fair Market Value – True Lease from HP Financial at a yearly payment of \$9,178.84 for a total cost of \$27,536.52 and to authorize the Chairman to sign the lease agreement on behalf of the Town. Seconded by Selectman Gonyer with a unanimous vote.**

Secretary Morin explained that the current licenses being used for Office 365 Personal on the Board's tablets are not in compliance with Microsoft's license agreement. It was recommended by RMON to upgrade the tablets to Office 365 Business to be in compliance. The cost of the upgrade is \$75.00 for all 5 tablets. There will be an increase in the monthly subscription fee from \$11.00 to \$15.00. The subscription fee covers Office 365 Business which includes, Outlook, Word, PowerPoint, and Excel. Selectman Gonyer stated that because it's a one-time expense no motion is needed.

#### **V. Announcements**

Chairman Doggett announced that the 2016 Annual Town reports are available at the Town Hall. This year's report has been dedicated to retired Fire Chiefs Ronald and Russell Estabrook.

Selectman Donovan announced that Town and School elections will be held at the Town Hall on March 14, 2017 from 8:00am to 8:00pm.

Selectman Gonyer announced that the Students with a Voice from Sanborn Regional High School will be holding a candidate's night on March 8, 2017.

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

**Selectman Foote moved to sign manifest dated March 7, 2017 in the amount of \$137,044.52. Seconded by Selectman Donovan with a unanimous vote.**

**Selectman Donovan moved to sign manifest for Pay Period 02/19/2017-03/4/2017 with pay date of 03/9/2017. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Gonyer moved to have the Chairman sign the 2016 Department of Environmental Services (DES) annual solid waste report provided by Transfer Station Manager, Tom Difalco. Seconded by Selectman Donovan with a unanimous vote.**

Chairman Doggett commented on the large amount of recycling the Town residents did in 2016. He also explained that some of the monies the Town receives from recycling goes towards the Hazardous Waste Day held at the Transfer Station.

**VII. Adjourn**

**Selectman Gonyer moved to adjourn the public meeting at 7:06pm with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary