

**Town of Newington, NH  
Board of Selectmen Meeting Minutes  
August 19, 2013- Town Hall  
8:30am**

**Call to Order:** Chair Rick Stern called the meeting to order at 8:40 am followed by the Pledge of Allegiance.

**Present:** Chair, Rick Stern, Selectman Jan Stuart, Selectman Cosmas Iocovozzi and Town Administrator Martha Roy.

**Minutes Approval:** Jan Stuart moved to approve the minutes of the July 1, 29 and August 5, 2013 meetings. Cosmas Iocovozzi seconded and the motion passed 3-0.

**Manifest Approval:** Cosmas Iocovozzi moved to approve the manifests dated 8/6/2013 for \$59,485.10; 8/6/2013 for \$1,640.00; 8/13/2013 for \$13,351 and 8/13/2013 for \$36,486.70. Jan Stuart seconded and the motion passed, 3-0.

**Budget Committee Representative:** The Board agreed to all be involved in the budget process for next year. They would each attend Budget Committee meetings as determined in advance. Rick Stern agreed to attend the upcoming Budget Committee meeting to review the School and Town budgets on September 18<sup>th</sup>.

**Chief Tretter Discussion Issues:**

1. Chief Tretter requested that the Police Department parking lot be striped. The Board agreed with this request and authorized town funds be used for payment of same.
2. He also requested that the department be authorized to have a cleaning company complete a spring and fall cleaning of the Police Department for two days, each cleaning. The Board requested further details of the need for this service given that the Town has a full time Custodian currently.
3. The Chief asked that the foliage on Newington Road between Fabyan Point and the Greenland town line be trimmed as it is currently a safety hazard for people who walk along the side of the road. The overhanging trees and bushes have forced the public to walk in the road. Martha Roy notified the Board that the Division 6 Supervisor for NH Department of Transportation was due to inspect this area today and would be getting back to the town shortly about the matter.

**Purchasing and Petty Cash Procedure:** The Board reviewed the current procedure. Martha Roy suggested that given the number of small purchases departments needed to make in a quick fashion it would be appropriate for the Department Heads to be given authority to purchase items under \$250. without a purchase order. The Board concurred. Cosmas Iocovozzi emphasized his concern that all items above \$250. in value be authorized by the department's governing authority prior to purchase. **Cosmas Iocovozzi moved to make the following changes to the Town Purchasing & Petty Cash Standard Operating Procedure:**

1. **Page 1- Fiscal Management Policy, first bullet- Change the words "Purchase Orders" to "Invoices".**
2. **Page 2- Form Required, first line - Add the words "over \$250.00" after the words "for all payments"**

**And further that a memo be distributed to all departments outlining the Procedure changes and the requirement that items above \$250. be approved for purchase prior to acquiring same. Jan Stuart seconded and the motion passed 3-0.**

**Air National Guard Public Hearing:** The Board determined that they could hold the public hearing requested by the Air National Guard at a future regularly scheduled Selectmen's meeting. Martha Roy will contact them and discuss options with the Board to find an acceptable date for all.

**Clicker Requests Status:** Discussion continued about the number of clickers that had been issued and how best to proceed. Martha Roy told the Board that the company from which the clickers are purchased had been contacted and they are researching how many clickers have been sold to date. The Board requested to be updated on this matter at their next meeting.

**Facility Use Request:** Gail Pare requested that the Newington Historical Society be allowed to sponsor a Town Wide Yard Sale on September 21 from 6am-2:30pm. The Old Town Hall would be used to serve refreshments. The Board had previously signed the authorizing document therefore no further approval was necessary.

**Adjournment:**

**Cosmas Iocovozzi moved to adjourn at 9:10am, seconded by Jan Stuart. Motion passed 3-0.**

Respectfully submitted by:

Martha S. Roy, Town Administrator