

**Newington Board of Selectmen  
Workshop Minutes**

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**September 2, 2003  
Newington Town Hall  
5:30 p.m.**

In attendance: BI Charles Smart, Selectmen Chairman Jack O'Reilly, Selectman Jan Stuart and Selectman Cosmas Iocovozzi, AA Gillespie

Selectmen O'Reilly called meeting to order at 5:35 p.m.

Selectman Iocovozzi made a motion to accept the minutes of August 25, 2003. Seconded by Chairman O'Reilly. Vote 2-0.

BI Smart presented the Board with proposals for tractor/loader/backhoe from Casey Equipment of Kingston, NH. The new JCB 214 would cost \$62,800; a used model would cost \$58,800. Quoted prices do not include warranties. Selectman Stuart requested that no decision be made until Chappell Tractor is given an opportunity to quote on a used model as well. The Board agreed to table their decision until the other quote comes in.

BI Smart requested that the Board allow him to attend the Municipal Law Lecture Series, sponsored by NHMA on 10/15, 10/22, and 10/29 at Newmarket Town Hall. The cost of the series is \$45.00. The Board of Selectmen approved.

Public Works Mutual Aid will be presenting a workshop on Incident Command Systems for Public Works. The cost of the workshop is \$50.00. Chairman O'Reilly asked if a representative from Emergency Management, either Police Chief Loomis or Fire Chief Greenleaf should go with BI Smart to the meeting on October 1<sup>st</sup> and 2<sup>nd</sup>. BI Smart said he would put memos in their boxes to see if they were interested in attending. The Board of Selectmen approved.

Chairman O'Reilly reminded the Board of the e-mail the Selectmen received from Skip Link on Fox Point Road, about the dead tree in front of his property. Chairman O'Reilly stated that he had BI Smart go over to the Links to see if the tree was on Town owned property. BI Smart said that the tree was on Town property and that he would call PSNH because are wires running through the branches.

AA Gillespie reminded the Board that Wil Corcoran, the Town's Assessor told the Board that they would need to purchase a duplexing printer for the Revaluation. She added that Mr. Corcoran thought the printer would run about \$1,500. Tom Morgan went on-line and got a quote for \$1,073 for an HP Laserjet from Gov Connection. Selectman Iocovozzi made a motion to approve the purchase of the HP Laserjet printer from Gov Connection in the amount of \$1,073. Seconded by Selectman Stuart. Vote 3-0.

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AA Gillespie presented the Board with a letter from John Frink regarding the Conservation Easement on the Frink Farm. Mr. Frink stated that the family plans to meet with their lawyer in mid-September after they settle on the terms of the easement with the Rockingham County Conservation District. AA Gillespie reminded the Board that the bond for the Frink Farm must be taken care of by the end of September. She also provided the Board with information on the New Hampshire Municipal Bond Bank. AA Gillespie asked if the Bonding was handled by George Fletcher, the Town's Treasurer. Chairman O'Reilly stated that he wasn't sure. Selectman Iocovozzi suggested that the Board of Selectman should get together with the Frink family to discuss where the process is at. The Board decided to wait until the Frinks meets with their lawyer.

AA Gillespie presented the Board with information on Legislative changes to Statutes on Property Tax Exemptions for Veterans. She explained that the change is at the discretion of each individual Town Board. The change will allow the towns to vote to increase the amount of the Veteran's property tax credit to an amount from \$51.00 up to \$500. The change has to go on a warrant article and be voted on at the Town Meeting. The change will go into effect on April 1, 2005. Currently there are 54 Veterans receiving an exemption of \$100 in the Town of Newington.

AA Gillespie told the Board that the State of New Hampshire RSAs says that the Town must collect a service charge for any check that is returned due to Insufficient Funds. AA Gillespie presented the State of New Hampshire's NSF check policy. In order for the Town to collect a service charge on bad checks, the Town's Bad Check Policy must be posted. BI Smart said that it should be posted in any department that accepts checks. Chairman O'Reilly instructed AA Gillespie to have five signs made up to be posted. Selectman Iocovozzi made the motion to accept the State's return check policy as the Town's. Seconded by Selectman Stuart. Vote 3-0.

An E-mail from David Anderson of New Mexico was read. He has found that he is related to John Frink and would like to donate to the preservation of the Frink Farm. Chairman O'Reilly asked AA Gillespie to give copies of the E-mail to the Conservation Commission and John Frink. Chairman O'Reilly said that Mr. Anderson could donate to the Conservation Commission and the funds could be used by Conservation for the purpose of the Frink Farm Project. He asked that the Conservation Commission write to Mr. Anderson.

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Chairman O'Reilly read a memo from Wil Corcoran on the 2002 Abatement Application for Thermo-Neslab. The assessed value is \$5,528,500. Mr. Corcoran recommended that the Board of Selectmen allow an abatement of \$528,500, lowering the assessment to \$5,000,000 for 2002. Selectman Stuart made a motion to reduce the assessment from \$5,528,500 to \$5,000,000 on Thermo-Neslab for 2002. The effect of this abatement will be an abatement refund of \$7,050.19 and interest refund of \$267.71. Total refund \$7,317.90. Seconded by Selectman Iocovozzi. Vote 3-0.

The Board of Selectmen voted to authorize BI Charles Smart to carry a Code Enforcement Badge.

It was decided that Selectman O'Reilly will be the Selectmen's Representative to the Budget Committee this year.

The mid-year budget was reviewed by the Board. There was discussion by the Board to set up a Capital Reserve Fund next year for unexpected Building Repairs, for Town Occupied Buildings. Selectman Iocovozzi suggested starting the Fund with \$25,000.

There being no further business before the Board:

Meeting was adjourned at 7:55

Respectfully submitted,



Cynthia L. Gillespie, Administrative Assistant

**Newington Board of Selectmen  
Meeting Minutes**

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**September 8, 2003  
Newington Town Hall  
6:30 p.m.**

**In attendance:** Chairman Board of Selectmen Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectmen Jan Stuart, John Didier, Director Terminal Operations, Sprague, Buck Elliott, Sprague, Eric Dussell, Vice President Applied GeoSystems, Matt Eichler, President Applied GeoSystems and AA Cyndi Gillespie.

***Pledge of Allegiance***

The meeting was called to order at 6:35 p.m.

**Sprague**

Mr. John Didier of Sprague stated that a new valve has been installed as well as other modifications to the combustion unit. These repairs were done on August 27<sup>th</sup>. Sprague contracted Applied GeoSystems to measure the ground vibrations before and after the repairs.

Mr. Matt Eichler, President of Applied GeoSystems said that the company set a seismograph 100 feet from the burn unit to measure ground vibrations. They also used sound meters to measure any sound levels coming from the unit. The results of these tests were that there were no measurable ground vibrations; however there was an air over pressure pulse. There was no danger to the residents or the area from ground vibrations. The air over pressure pulse is a very low frequency, comparable to that of a boom box in a car. Even if someone was deaf they could feel the vibrations from the pulse. Mr. Eric Dussell, Vice President Applied GeoSystems stayed three days at Sprague and put the sensors in the most sensitive spots near the unit to find a decent reading. Sensors were also set in two resident's yards. There was no measurable noise. The conclusion is that sound is being emitted at a sub-audible frequency range, much like the boom box. The frequencies are not heard but the impact of the sound pulses from the burner going full force did shake the windows. The repairs did help alleviate the problem.

Mr. Rose, Dover Point resident, asked how far sub-audio sound travels. Can sub-audible sound waves can reach a couple miles away. Mr. Dussell explained the pressure of the sound waves two miles away would only be a wind gust, not the shaking that the Patterson Lane residents felt. He added, the earth is an absorber of energy and soaks sound in. Water does not hold sound in, but instead carries it.

Mr. Didier stated that he feels the problem is solved. The retro-fit that they used on the burner effectively stopped the vibrations. Chairman O'Reilly requested and received a copy of the report prepared by Applied Geosystems.

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Meeting Minutes**

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**September 8, 2003  
Newington Town Hall  
6:30 p.m.**

Chairman O'Reilly asked Mr. Didier how the smell issue, at the River Road facility was being resolved. Mr. Didier responded that the filter parts arrived on September 4<sup>th</sup> and will be in place and working by September 19<sup>th</sup>.

**Miscellaneous**

A memo from the Tax Collector requesting the Board of Selectmen to abate 36 names from the Resident Tax because they are no longer residents. Selectman Iocovozzi made a motion to approved the abatement of these names. Seconded by Selectman Stuart. Vote 3-0.

A proposal from John C. Pratt Company of Rochester to replace the ceiling tiles in the Town Hall was accepted for the price of \$6,423.00. A motion to accept the proposal was made by Selectman Iocovozzi. Seconded by Selectman Stuart. Vote 3-0.

Selectmen Iocovozzi instructed AA Gillespie to have Dick Rines paint the storage closets in the main hall.

Chairman O'Reilly made a motion to appoint Krista Low to the Historic District Commission. Seconded by Selectman Iocovozzi. Selectman Stuart abstained. Vote 2-0.

AA Gillespie was instructed by Chairman O'Reilly to forward information about the FY 2003 State Homeland Security Grant Program Part II to Police Chief Loomis.

A second proposal from Chappell Tractor was received for a used 2001 model in the amount of \$44,900. Selectman Iocovozzi stated that if the Town has the money for a new tractor, then a new one should be bought, not a used one. The proposal was tabled.

There being no further business before the Board the meeting was:

Adjourn 8:00 p.m.

Respectfully Submitted,



Cynthia L. Gillespie  
Administrative Assistant

**TOWN OF NEWINGTON, NEW HAMPSHIRE  
EXIT CONFERENCE  
SEPTEMBER 15, 2003**

**Review of Financial Statements for the  
Year Ended December 31, 2002**

**INDEPENDENT AUDITOR'S REPORT**

- Same unmodified report that you have received in the past

**GENERAL FUND BALANCE SHEET HIGHLIGHTS**

- See attached

**GENERAL FUND STATEMENT OF OPERATIONS HIGHLIGHTS**

- See attached

**OTHER ISSUES:**

- Loss in value in trust funds
- GASB 34 Implimentation
- New Fraud Standards

# **Vachon, Clukay & Co., PC**

*Certified Public Accountants*

45 Market Street  
Manchester, New Hampshire 03101  
(603) 622-7070  
FAX: 622-1452

September 15, 2003

To the Members of the Select Board

We have issued the financial statements of the Town of Newington, New Hampshire for the year ended December 31, 2002 and have issued our report thereon dated July 2, 2003. Professional standards require that we provide you with the following information related to our audit.

## **Our Responsibility Under Generally Accepted Auditing Standards**

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us.

As part of our audit, we considered the internal control of the Town of Newington, New Hampshire. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

## **Significant Accounting Policies**

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Town of Newington, New Hampshire are described in Note 1 to the financial statements. No new accounting policies were adopted and the applications of existing policies were not changed during the year. We noted no transactions entered into by the Town during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

### **Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements was the allowances for uncollectible taxes.

We reviewed Management's analysis of outstanding taxes and its estimate of its allowance for uncollectible taxes and found the amount of the estimated allowance appears to be adequate based on prior history, New Hampshire tax collection laws and facts and circumstances known as of the date of fieldwork.

### **Audit Adjustments**

For the purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not include such matters that could have a significant effect on the Town's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments audit adjustments we proposed whether recorded or unrecorded by the Town, either individually or in the aggregate, indicate matters that could have a significant effect on the Town's financial reporting process for the current year.

### **Disagreement with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Consultation with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultant involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those financial statements, our professional standards require the consulting accountant to check with us to determine that the consultant had all the relevant facts. To our knowledge, there were no such consultations with other accountants.



**Issues Discussed Prior to Retention of Independent Auditors**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of professional relationship and our responses were not a condition to our engagement.

**Difficulties Encountered in Performing the Audit**

No difficulties were encountered in performing the audit as indicated by our lack of a management letter.

This information is intended for the use of the Select Board and the management and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

***Vachon, Clukay & Co., PC***

**TOWN OF NEWINGTON, NEW HAMPSHIRE**  
**Financial Highlights**  
**December 31, 2002 and 2001**  
**General Fund Balance Sheet**

	2002	2001	Change	
<b>Assets</b>				
Cash and cash equivalents	\$ 1,466,325	\$ 3,786,243	\$ (2,319,918)	1
Investments	352,135		352,135	2
Taxes receivable	2,498,183	318,191	2,179,992	1
Accounts receivable	49,328		49,328	
Due from Other Governments	61,543		61,543	
Prepaid expenses	4,772	940	3,832	
	<u>\$ 4,432,286</u>	<u>\$ 4,105,374</u>	<u>\$ 326,912</u>	
<b>Liabilities and Fund Equity</b>				
<b>Liabilities</b>				
Accounts payable	\$ 64,947	\$ 44,538	(20,409)	
Accrued liabilities			-	
Deposits		7,592	7,592	
Due to other funds		13,500	13,500	
Due to other governments	2,946,390	2,893,856	(52,534)	
	<u>3,011,337</u>	<u>2,959,486</u>	<u>(31,442)</u>	
<b>Fund Equity</b>				
<b>Reserved</b>				
Reserved fund balance	11,514	58,212	(46,698)	
<b>Undesignated</b>				
	1,409,435	1,087,766	(321,669)	
	<u>1,420,949</u>	<u>1,145,978</u>	<u>(368,367)</u>	
	<u>\$ 4,432,286</u>	<u>\$ 4,105,464</u>		

**Explanations:**

- 1 Late due date for property taxes  
2 Investments for current year.

**Town of Newington, New Hampshire**  
**General Fund Financial Highlights**  
**For the Years Ended December 31, 2002 and 2001**

**General Fund Statement of Revenues, Expenditures and Changes in Fund Balance**

	2002	2001	Change	
<b>Revenues:</b>				
Taxes	\$ 2,554,362	2,081,205	\$ 473,157	1
Licenses and permits	224,500	291,178	(66,678)	2
Intergovernmental revenues	\$ 113,082	\$ 171,971	(58,889)	3
Charges for services	225,594	204,465	21,129	
Miscellaneous revenues	61,578	255,143	(193,565)	4
<b>Total revenues</b>	<u>3,179,116</u>	<u>3,003,962</u>	<u>175,154</u>	
<b>Expenditures:</b>				
Current:				
General government	687,537	792,007	(104,470)	5
Public safety	1,562,529	1,395,090	167,439	6
Highways and streets	161,939	192,228	(30,289)	7
Sanitation	107,230	88,189	19,041	
Health and welfare	32,772	41,532	(8,760)	
Culture and recreation	91,703	25,260	66,443	8
Capital Outlay	54,800	53,507	1,293	
Debt Service	68,585	75,117	(6,532)	
<b>Total expenditures</b>	<u>2,767,095</u>	<u>2,662,930</u>	<u>104,165</u>	
Excess of revenues over (under) expenditures	412,021	341,032	(70,989)	
Operating Transfers-Net	(137,050)	(165,422)	(28,372)	
<b>Net change in fund balance</b>	<u>274,971</u>	<u>175,610</u>	<u>(99,361)</u>	

**Explanations:**

- 1 Increase in property taxes
- 2 Decrease in building permits
- 3 Decrease in state revenues 21K, no FEMA dollars
- 4 Insurance reimbursements 138K, reduction in interest rates, investments 27K
- 5 Reductions in executive 30K, legal 34K,
- 6 Increase in police 40K, fire 116K Emergency management 60K
- 7 Reduction in highway expenditures 20K
- 8 Increase in Parks and Rec 54K

**Newington Board of Selectmen  
Meeting Minutes**

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**September 15, 2003  
Newington Town Hall  
5:30 p.m.**

**In attendance:** Board of Selectmen Chairman Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, Building Inspector Charles Smart, Jonathan Austin, Austin Architects, Stacey Small, Austin Architects, Rob Vachon, Auditor from Vachon, Clukay & Co. PC, Town Treasurer George Fletcher, Deputy Treasurer Laura Coleman and AA Cynthia Gillespie

***Pledge of Allegiance***

The meeting was called to order at 5:50 p.m.

**Austin Architects**

The purpose of this meeting is an informational session for the Board of Selectmen to do a preliminary review of the final proposal for the scope of work necessary for the Old Stone School and the Old Town Hall. The public hearing will be Monday September 22, 2003 at 6:30.

Jonathan Austin of Austin Architects presented the Board with slides of the buildings, surrounding grounds, and existing elevations. There were also slides of the proposed changes and additions to the buildings and proposed site work.

Chairman O'Reilly mentioned that there is some concern about the wheelchair ramp around the Old Stone School and the water level. This will be discussed at the Public Hearing next Monday.

Mr. Austin said that the cost is the conclusion of everything. The study consists of three elements. One is an assessment or the Historic Structures Report for the State which takes the building as is and tells you what is wrong with it.

Selectman Iocovozzi asked if this report tells what purposes the buildings can be used for, such as recreation. Mr. Austin said that the report basically tells what is wrong with the buildings. He added that there isn't a lot wrong with the Old Town Hall however it cannot be used very well, because of access, egress and toilets issues. The goal is to bring the Old Town Hall back to its maximum usability by addressing the access, egress and toilet issues.

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**September 15, 2003  
Newington Town Hall  
5:30 p.m.**

Mr. Austin presented the slide of the Old Town Hall showing a proposed addition to the back of the building that addresses all this issues.

Mr. Austin pointed out that the problems with the Old Stone School include a lot of code issues. There are also problems with the exterior walls.

Mr. Austin stated that he sent the project to Hanscomb Faithful & Gould of Boston MA to get a Cost Estimate prepared. The estimates came in higher than the amounts he talked about back in July. The Old Town Hall is in the range of \$660,000 to \$880,000 and the Old Stone School is \$600,000 to \$800,000. He explained that in July his firm found out about the Moose Plate Grant for projects of this type. Austin rushed together an application on the behalf of the Town for the Grant. Included in that application was a rough estimate of the costs of the project. The projection was based on a work in progress and at that time was \$440,000 hard cost, he added that the estimate did not include soft costs.

Mr. Austin went on to explain what is included in the costs as projected by Hanscomb Faithful. The upstairs of the Old Town Hall is not accessible. In order to make the upstairs usable, an addition would have to be added to the back of the building that would have two toilets and an elevator. This is a small addition that will meet all the goals of access, egress and toilet problems without touching the existing building. There is also some remedial work that will have to be done to the existing building, such as exterior painting, HVAC and insulation. The addition is about 2,000 sq. feet. The trade costs (mechanical, electrical, plumbing, etc.) of the Old Town Hall would be about \$575,000, plus 15% general contractor and 15% contingencies. The actual cost would be about \$750,000 of hard costs. In addition 15% for soft costs includes design and engineering fees.

Mr. Austin explained that there are three parts of the report. Also there are three audiences that read this report. An audience that wants a brief synopsis, the State, which wants great detail and an audience that wants to know where the building costs come from and what the code issues are.

Selectman Iocovozzi asked if Austin had done the engineering. Mr. Austin stated that he was not hired to do the Full Design Report, just the Historic Structure Report. The engineering phase of the project will come in the next phase. Selectman Iocovozzi asked if Austin would be doing the engineering work. Mr. Austin stated that he would like to be the Architect for the project and in that case his firm would hire a New Hampshire

**Newington Board of Selectmen  
Meeting Minutes**

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**September 15, 2003  
Newington Town Hall  
5:30 p.m.**

firm out of Laconia to do the engineering. He added that the construction part of the project would be an attractive job for a 5 to 20 person firm. He said that he believes that the costs estimates are high and there is a great possibility that the numbers will come in lower. That is why there is a 20% range in the costs estimate.

Chairman O'Reilly asked if there the addition to the Old Town Hall would need State approval since the building is on the Historic Register. Mr. Austin said that they had already reviewed the work on the Old Stone School with the Historic Register because of the types of changes that are being proposed. He said they have not reviewed the Old Town Hall yet, but what is interesting about these proposals is that they are not changing the main building. BI Smart said that if the Town would be using Federal money to fund the project, the Federal Historic Register will be stricter about changes, especially on the facade. Mr. Austin said that they would find out Thursday or Friday.

Selectman Stuart interjected that if she had to choose one building to sink a large amount of money in it, the Old Town Hall would be the best choice, because it has the Historic value.

Selectman Iocovozzi asked if the Old Stone School is more historic than the Old Town Hall. Mr. Austin said that the Old Stone School is a more natural building to look at. It has a lot of potential. Basically, there are four good rooms in the Old Stone School. The Old Stone School has been a historic building since it was deeded back to the Town from the Air Force. The amount of actual preservation work for each project would be less than \$100,000.

Mr. Austin summarized by saying that Austin Architects was hired to assess the conditions, develop possible uses and to form a cost analysis. He believes that the real cost will actually be less than expected.

Chairman O'Reilly suggested that based on the response at next week's Public Meeting, the Town renovates one building this year by Bonding. Then do the other building next year using a Capital Reserve Fund. By the time the bond is paid on one, the other will be paid for.

It was decided that a copy of Austin Architect's report will be put out at the Town Hall and the Library so that the Public will be able to review the proposals.

**Newington Board of Selectmen  
Meeting Minutes**

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**September 15, 2003  
Newington Town Hall  
5:30 p.m.**

**Annual Audit Review**

Mr. Robert Vachon, Town Auditor from Vachon, Clukay & Co., PC started with saying that the value of Trust Funds has lost a significant amount of money due to loss of market value. He recommended that the Board revisit how the funds are being invested and consider diversifying them. He pointed out that the decrease is what is happening with a lot of pension and mutual funds. Some of the funds are bouncing back but in no way close to what the loss has been. The aggregate Library Trust Funds reported an unrealized loss (Adjustment to Market Value) of \$155,243 or more than 28% of the beginning principal valuation. Mr. Vachon stated that this was the only issue from the audit that raised concern.

Mr. Vachon stated that there was no Management Letter this year, because there were no issues with Internal Control. He added that this was a first, in the three years he has been auditing Newington. Mr. Vachon said the AA Gillespie does a good job. Selectman Stuart congratulated AA Gillespie for the great job.

Mr. Vachon pointed out cash decreased, but the Property Tax Receivable was up, that was due to the late tax billing last year. Over all there is a net gain of 2.3 to 2.5 percent. He said the Town is in great shape financially.

Deputy Treasurer Laura Coleman asked why they count revenue 60 days after the first of the year. Mr. Vachon replied that because of the strong New Hampshire tax collection laws, New Hampshire takes exception to that rule. However, it is a national standard. Some auditors recognize revenue received in the first 60 days after year end, only that money can pay current bills. New Hampshire tax collection laws are so strong that the auditors count all the tax receivable for the 12 months. The 60 days is for property taxes only, for the previous year.

Chairman O'Reilly pointed to Liabilities and asked what the \$2,946,390 in Due to other governments was from. Mr. Vachon answered that was the money owned to the school at the Towns year end. The schools year end is different from the Town. It also includes the state wide property if the Town hadn't already paid it.

Mr. Vachon pointed out other changes to the Town's financial status, over all there was a net change in fund balance of an increase of \$99,361.

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**September 15, 2003  
Newington Town Hall  
5:30 p.m.**

Mr. Vachon reminded the Selectmen that there are two things coming up in 2004 that will affect their Budget. In 2004 the Town will be affected by the new GASB 34 ruling implementation. There is also a new Fraud Standards Ruling this is in reaction to what happened with Enron and Tyco. Starting next year, part of the annual audit will be a fraud protection meeting between the Selectmen and the Town's auditor. The auditor will ask the Town to evaluate its risk. He explained that they are looking for any high-risk situations, such as anyone has external pressures (divorce, death, money problems) that would push someone into stealing. Selectman Iocovozzi asked if this would be a regular thing and Mr. Vachon replied that it will be a regular part of the audit. The auditors will decide which departments are at risk and which departments that needs further analyzing. Ms. Coleman asked if currently samples are taken from all the departments. Mr. Vachon answered that the end of the year's report is checked and the auditors ask why certain amounts have decreased or ask questions about any other amount that looks suspicious. He stated that the critical areas (large money departments) are well documented.

Mr. Vachon asked if the Town's fixed assets had been inventoried yet. AA Gillespie asked what effect GASB 34 would have on Newington. Mr. Vachon said that Newington is a Tier Three Town (Revenue under \$10,000) so we will not have to inventory the roads and bridges. However an inventory on Town buildings, vehicles and equipment needs to be taken. Selectman O'Reilly stated that the Town already has an inventory for insurance purposes. Mr. Vachon said that that inventory can not be based on insured value. GASB 34 is based on original cost and year acquired. The governing body needs to set the limit of reportable and non-reportable inventory.

Mr. Vachon said that the purpose for GASB 34 is so that someone looking at the Town's financial statements can see just how old the Town's infrastructure is. The Bond Bank will use the information when the Town is going out for a Bond to analysis what the further needs of the Town may be.

The Board of Selectmen thanked Mr. Vachon for his time and work on the audit.



**Newington Board of Selectmen  
Meeting Minutes**

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**September 15, 2003  
Newington Town Hall  
5:30 p.m.**

**Miscellaneous**

Selectman Stuart made a motion to accept the minutes of September 2, 2003 and September 8, 2003. Seconded by Selectman Iocovozzi. Vote 3-0.

The Board of Selectman reviewed the Bids for the backhoe loader. Selectman Stuart made the motion to approve the bid from Chappell Tractor of Brentwood, NH in the amount of \$53,750 for a 2003 New Holland LB75.B. The price includes an Amulet hoe clamp model MF55EXW. Seconded by Selectman Iocovozzi. Vote 3-0.

Selectman Stuart made the motion to accept the painting bid from FA Gray for \$4,895 to paint the meeting house. Seconded by Selectman Iocovozzi. Vote 3-0.

**Signatures and Approvals**

The Board signed the appointment of Krista Low to the Historic District Committee.

There being no further business before the Board the meeting was:

Adjourn 8:00 p.m.

Respectfully Submitted,



Cynthia L. Gillespie  
Administrative Assistant

**Newington Board of Selectmen  
Public Hearing**

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**September 22, 2003  
Newington Town Hall  
6:30 p.m.**

**In attendance:** Chairman Board of Selectmen Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, BI Charles Smart, Jonathan Austin, Austin Architects, Stacey Small, Austin Architects

***Pledge of Allegiance***

The meeting was called to order at 6:34 p.m.

**Austin Architects**

Chairman O'Reilly introduced Mr. Jonathan Austin and said the purpose of the hearing was to inform the public so they can make a decision at Town meeting in March.

Mr. Austin stated that an estimate was needed to apply for the Moose Plate Grant, which was denied. The Old Stone School will cost approximately \$600,000-\$800,000. The project cost for the Old Town Hall will be approximately \$660,000-\$880,000. Mr. Austin wondered what the forest was surrounding the buildings and found that it was the Old Town Forest and has always been a part of the character of Newington. It's an interesting setting for the two buildings; the Old Town Hall built in 1872 and the Old Stone School built in 1921.

Austin Architects was required to send a Historic Structure report to the State Department of Historical Resources. Then Austin designed a scope of construction costs, followed by a summary of what was needed and would be done.

First, for the scope, the buildings were measured (elevation, etc.) and assessed inside and out. Then program options were designed, following building codes and accessibility. The construction cost summary was developed from this.

The Old Stone School is generally in good condition. The slate roof needs to be repaired. There is about 50-75 years life added to the building if the roof is repaired right. The stone walls were built from landowner's donating stones from their fields. The building is nicely proportioned. The front wall is in good condition, but the window sills are made of steel, and water has entered through the cracks. Eventually the sills will fail and the wall will fall down. The chimney is badly deteriorated and the front steps are spoiling. The steps can not be repaired as they are, and access does not meet code. The stucco panels are decaying and water is leaking through. The windows have been boarded up

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and contribute to a dungeon like air to basement. The toilets are miserable and not well heated. The steps lead to two rooms and the Reaper's room on the top level, and toilets on the bottom level as well as two rooms that were subdivided. Beneath the front steps are the boiler rooms.

There are a number of uses for this building. There is a youth, child and teenager constituency that is served by the Recreation Department. There are also adults that could use these spaces as well, for example, the Reaper's. There are 4 serviceable spaces in the building that could be used. Mr. Austin proposed a new driveway around the building to increase access and egress, made of crushed stone. The building must be made handicap accessible. Access into the building must be built. The most efficient way is to provide a ramp to the lower level and a door or have the ramp go right to the elevator. This will establish a new entrance at the back of the building that will look out to the field.

Inside there should be egress in a number of locations. There will be new means of egress by adding a new set of stairs and new entrance. The elevator on the other side will add accessibility to each level. The cast iron stairs on either side of the building meet code. The Fire Chief would like to see a roof on the stairs to protect from snow. The staircase in the front of the inside of the building will also add access and egress. A kitchen will be added to the back of the top level. Downstairs the lobbies are cleaned out and one hallway will lead to accessible toilets. New windows would be used and the ceilings would be repaired. The Fire Chief requires egress from these rooms, so a window on each side of the room would be removable.

There are cracks in the masonry that need to be repaired. To add stairs and elevators, space would be used that takes away from the utilization of the building. That is why additions are made. This is the scope of work for the Old Stone School. This is still in the conceptual stage. Mr. Austin continued to say that cost estimating is not an exact science.

The Old Town Hall has an upper level that is not being used and does not have adequate egress. The stairs in the back end 30 inches above the ground. The concrete blocks are being eaten and will collapse some day. There are cracks in the brickwork and there are no gutters on the building. The coal shoot is also loose and leaks water.

The upper level is a nice space with a stage and one staircase up to it. There are three potential objectives for the Old Town Hall; to be a better display for historical

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documents, to utilize the large room and to provide facilities for Town Picnic Area. There could be approximately 90 people in the large room at one time. Austin's goal was to make the building accessible, meet code and not touch the historic building. The solution to this is to build an addition to the back of the Old Town Hall. The addition would consist of an elevator, egress stairs and toilets. A porch/ balcony would also be built. An entrance would give access to the kitchen and the upper level room, where two toilets would be.

There would be storage room in the basement and proper stairs to the boiler room. The result is a room at the upper level that would have many functions if there is a demand for it. The existing floor would be able to support people, but this won't be fact until the beams are looked at. The ceilings need to be reinforced. There are cracked mortar joints within the building that also need to be repaired. The addition would be approximately 2000 square feet. Once again, the cost range on this building is \$660,000- \$880,000.

Gail Pare, resident, asked what the roof of the Old Town Hall is made of. Mr. Austin replied that the roof is made of an asphalt shingle that might have been slate at one time. In the beam there are monitors to see if the roof has spread. There would be evidence of stress on the roof since the slate is heavy.

Linda Khalsa, resident, asked about the elevators and thinks that a ramp to the first floor would be adequate for handicapped people so they would be confined to the first floor. Ms. Khalsa feels that this addition and kitchen would not fit the atmosphere. Mr. Austin answered that accessibility is state and federal law. A public building must be fully accessible on all levels according to American Disability Act. In a fire, the stair enclosures are rated and the handicapped person waits at the top of the stairs for someone to help them. Chairman O'Reilly interjected that in a real fire someone would grab that person and help them out. This is federal law. BI Smart said that the stairs are given a safe haven rating. There must be a two hour rating (the fire can rage for 2 hours and the stairs will still be safe).

Cliff Abbott, resident, asked if the Old Town Hall was on the National Register, and if the building can be modified. Mr. Austin replied that any changes have to be State approved. To meet egress codes, the building would have to have stairs and entrances. Instead of minimizing the space inside by filling it with these stairs and entrances an addition could be built.

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Ms. Khalsa asked if it was possible to just make these buildings and not public places. Mr. Austin answered yes if codes were met, which currently, they do not. The Town would be vulnerable to law suits if the buildings do not meet code and are still being used.

Selectman Stuart asked if lead paint and asbestos were included in the soft costs. Mr. Austin replied that a survey has not been done since this is not in their scope. Mr. Austin does not feel there is much asbestos in the buildings. This subject has not been addressed by Austin Architects.

Keith Frizzell, resident, asked the square footage of each building and the cost per square foot. Mr. Austin found that the Old Town Hall is 4,775 square feet (total area). Divide the total cost by the total area and the result is about \$160 per square foot for the Old Town Hall. The Old Stone School is 5400 square feet (including new addition) and would be about \$130 per square foot.

Dave Sweeney, resident, asked if the plans will be available on the website. Stacey Small said she would get us a disk of general plans.

Ms. Vanny Brawn, resident, asked Chairman O'Reilly if the Town is pursuing any grants. Chairman O'Reilly replied that the Town was denied the Moose Plate grant but there are other grants the Selectmen will pursue.

Ms. Khalsa asked if two ramps could be built to allow access to each level. Mr. Austin replied that the handicap code would not allow this to be done. An additional ramp would make the handicap person go around the building outside in the snow and bad weather. Ms. Khalsa also asked if the kitchenette was necessary. Chairman O'Reilly mentioned that the Selectmen had told Mr. Austin that the building should be for all ages as a recreational building. The kitchenette is just an idea and nothing is set in stone. Mr. Austin has found that architects and specialists are needed to detail accessibility.

Mr. Abbott asked if the Old Stone School is registered. Ms. Small answered that the buildings are within the historic district and therefore registered with the National Historic District.

Mr. Richard Spinney, resident, asked why the stairs on the ends of the Old Stone School should be covered but the steps in the front are not covered. Mr. Austin said that egress should be covered and the steps in the front are technically not egress. Each of the four

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rooms has a means of egress, which is stated by the State code. This is reviewed and regulated by the Fire Chief.

Mr. Jim Noseworthy, resident, asked what the minimum cost would be, without all the frills. Mr. Austin replied that he feels there aren't any frills, but appropriate contingencies. The bottom line number for the Old Town Hall is about \$660,000. Within that number is \$100,000 contingency, which is worth having. The Old Stone School is approximately \$600,000 with \$100,000 contingency. The minimum cost is about \$1.2 million. The scope of Austin Architect's work was to access the buildings, look at them from a use point of view and find a solution to this. This is the best recommendation.

Selectman Stuart asked if more toilets would be added. Mr. Austin answered that no additional toilets would be installed. The number is the same.

Ms. Khalsa asked how much elevators cost. Mr. Austin stated that elevators are approximately \$40,000. An elevator for the Old Town Hall will be going to the three levels, while the Old Stone School only has two levels. The State Access Board allows Limited Use Limited Access lifts for about \$35,000.

Ms. Barbara Myers, resident, made the point that the Old Town Hall could be rented and the Town would receive income from that.

Ms. Pare asked if the ramp is deep on the Old Stone School. Mr. Austin replied that there would be dry wells that would take the water away from the ramp. The ramp is a good ramp, but an entrance directly to the elevator would be the more efficient way to go. Ms. Pare asked about the maintenance costs. Mr. Austin said that's the trade off.

Mr. Austin asked how these buildings (one or the other, or both) meet the needs for the community. Ms. Khalsa said that the building plans are beautiful, but the numbers are higher than expected. Mr. Austin replied that with a public building comes public responsibility. These plans would add 50-60 years to the life of the buildings.

Chairman O'Reilly mentioned that the buildings would not be paid for all at once but bonded over the years.

Ms. Khalsa asked about the furnace under the stairs. Mr. Austin replied that the furnace would be changed to a redistribution heating system.

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Mr. Noseworthy asked what the monthly operating costs were for the buildings. Chairman O'Reilly responded that the heating bills are in the hundreds and the electricity is easily over \$100.

Ms. Pare asked if the buildings would be insulated. Mr. Austin affirmed that there would be insulation in both buildings.

Mr. Austin stated that Austin Architects worked with an estimator whose estimate is the higher number on the range and Austin's estimate is the lowest number. Mr. Austin expects the number to be somewhere in between. There is a 20% range. This is an inexact science. Ms. Pare asked if the Town bonded \$2 million for 20 years, what expense would the Town be looking at. Chairman O'Reilly answered approximately \$100,000 per year. The interest rates are extremely low at this time. Ms. Pare said that there doesn't seem like there would be a better time to do this project.

Selectman Iocovozzi said that it comes down to a couple issues. At the Town Meeting the Town decided to see what it would take to open these buildings up for public use. The alternative is to close the buildings up and not use them and build a different building. The cost estimates are high, this is historical design and there are a lot of unknowns which the contingency costs include. It all comes down to what the Town wants to do.

Chairman O'Reilly stated that the Town had wanted to recreate that part of Town and bring it back to its old use. A new civic center would have to go somewhere else, not in the historic district.

Ms. Pare said that if the historic nature of the Town is the goal, this plan makes sense. The buildings are unique and have great potential. Becky Marks at the library is very interested in doing activities at these buildings that the library does not have the capacity or meeting room.

Mr. Noseworthy asked what the price would be for the roofs. Mr. Austin replied that issues of fabrics to stop deterioration, not including the addition would be around \$25,000. Ms. Khalsa feels that doing two renovations at the same time would be crazy and the renovations for the Old Town Hall would be too drastic.

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Sharon Brown, resident, asked what the Town would do between now and the Town meeting. Selectman Stuart replied that the Town is not even close to having exact numbers. There are aspects that need to be considered (engineering costs, etc.). A fair decision can not be made by the Town yet. Chairman O'Reilly stated that the Town has done the study, next is engineering and the State approval process.

Mr. Sweeney asked if there will be enough usage of the buildings to warrant these proposals. Chairman O'Reilly mentioned the Reaper's, the Recreation program and that one building may be able to do it all.

Mr. Lenny Thomas, Road Agent, spoke of his concern over the elevator in the Old Stone School and that the children might be apt to play on it. Chairman O'Reilly said the Town will deal with that when it happens.

Mr. Austin said that the Town has the reverse problem of most towns. There are buildings available for the Town to use, but finding a use for the buildings is hard. Between now and the Town meeting, the Town should consider if the buildings are a worthy community asset to invest in. Consider if these buildings are of value to the Town. There are uses that the Town may not have even thought of yet, for example, the art scene. There are precious little areas on the Seacoast for arts in this area. Does the Town want outsiders to use the facilities?

Ms. Pare said that the number of uses of the current Town Hall should be looked at. There might be meetings or conferences that could move to the Old Stone School or Old Town Hall. Wedding receptions could possibly be held there.

Selectman Stuart asked Pete McDonald if the Recreation Committee would be happy with these plans. Mr. McDonald replied that the Old Stone School would be great. The City of Portsmouth is going to start charging for use of its fields. \$600,000 is a lot for 4 rooms. Mr. McDonald would rather see a multipurpose room with a stage, gym, etc. Chairman O'Reilly responded that the kitchenette and bathrooms in the Old Stone School would be a benefit to the children.

Mr. Frizzell asked what Mr. Austin thought of the gym. Mr. Austin said it depends on what the Town needs.

Ms. Pare asked if the proximity of the Air Base and the vibrations that come from the tankers jeopardize the integrity of the buildings. Mr. Austin replied that if that was the



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case, the buildings would have fallen already. The buildings are good, solid buildings that just need to find a use.

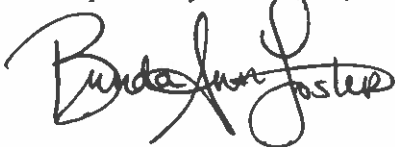
Mr. Frizzell asked if there will be multiple choices for voting. Chairman O'Reilly answered that it will be looked into for a warrant article.

Ms. Khalsa stated that the survey idea was a good one and that the Town needs to prioritize its needs. Selectman Stuart recommended that an informative letter be sent to the residents encouraging their participation in this project. Chairman O'Reilly said the residents need as much information as possible. This can not be a rushed process. Ms. Pare suggested a building use committee. Chairman O'Reilly thought that was a good idea. Ms. Khalsa mentioned she would help with the questionnaire.

There being no further business before the Board the meeting was:

Adjourn 8:10 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brenda A. Foster", written in a cursive style.

Brenda A. Foster  
Secretary

**Newington Board of Selectmen  
Meeting**

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**October 6, 2003  
Newington Town Hall  
6:30 p.m.**

**In attendance:** Chairman Board of Selectmen Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, BI Charles Smart, AA Gillespie

***Pledge of Allegiance***

The meeting was called to order at 6:30 p.m.

AA Gillespie gave a status report from Wil Corcoran concerning the Town wide revaluation progress. The field data collection is at 100% and 75% of that data is keyed into the system. All of the residential information has been converted from the Proval system to the new software. Next week a notice will be sent out to residents to verify the data. The residents will be given two weeks to notify the Town of any errors and then a final field audit will be done. This will take approximately one week. Then notices of value will be sent to residents. There will be one week for hearings and one week for any cleanup work. Then the tax rate will be set. Mr. Corcoran asked for permission from the Board of Selectmen to enter into a sub-agreement with Sansoucy to do the fourteen industrial properties on the waterfront. The Board authorized AA Gillespie to release the box of industrial reval information to Charlene Genest, of Sansoucy's office in order to complete this phase of the reval. Selectman Stuart made the motion to allow Corcoran Consulting to enter into a sub-agreement with Sansoucy in order to complete the revaluation of the Town. Seconded by Selectman Iocovozzi. Vote 3-0.

Selectman Stuart made a motion to accept the minutes from September 15<sup>th</sup> and September 22<sup>nd</sup>. Seconded by Selectman Iocovozzi. Vote 3-0.

Two proposals for safety lighting and a radio system for the new pickup truck where reviewed.

Two-Way Communications in the amount of \$1,667.19  
Communications Specialists in the amount of \$1,668.50

Chairman O'Reilly asked BI Smart to compare the warranties on each proposal. Selectmen Iocovozzi made a motion that if the warranties are comparable, to approve the proposal of Two-Way Communication in the amount of \$1,667.19. Seconded by Selectmen Stuart. Vote 3-0.

A notice was read that the Coalition meeting for Thursday, October 9<sup>th</sup> at 10 a.m. was canceled.

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Meeting**

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6:30 p.m.**

A proposal from David Hislop for the survey of Trickey's Cove was approved. The cost is \$3000. Chairman O'Reilly instructed AA Gillespie that the cost of the survey will be charged to the Conservation Fund. A motion to accept the proposal from David Hislop was made by Selectman Iocovozzi. Seconded by Selectman Stuart. Vote 3-0.

A motion to purchase a Fork Lift Attachment for the new Backhoe from Chappell Tractor of Brentwood was made by Selectman Stuart. The cost of a fabricated Top Mounted 40L Flipover Fork was quoted as \$735.00. Seconded by Selectman Iocovozzi. Vote 3-0.

A letter was read from the City of Portsmouth regarding a perambulation of the Town Line between Portsmouth and Newington. This has not been done between the Towns since 1929. Chairman O'Reilly made the motion to appoint Town Planner, Tom Morgan and Building Inspector, Charles Smart to walk the boundaries with the represents from the City of Portsmouth. Seconded by Selectman Stuart. Vote 3-0.

A letter from Jack Pare was read. He requested permission from the Board of Selectmen to allowing students from UNH to sample ground water on Fox Point. Chairman O'Reilly asked that AA Gillespie get a starting date and ending date for the study and then to notify the Police Department. The Board of Selectmen gave its approval.

Selectman Iocovozzi stated that the Newington School was concerned about the bench at the baseball field. The school said that the bench is falling apart and they would like it to be taken down. The Board decided not to remove the bench at this time. There was also some concern by the school about the old fence near the backboard. The school wants the Town Truck to come pick it up and take it to the Transfer station. The Board decided that the Town will remove the fence and bill the school.

Chairman O'Reilly asked AA Gillespie to write a letter to the school regarding snow removal. Starting in the Budget year 2004-2005 the Town will be charging the going rate for snow removal for the school parking lot. By informing the school district now they will have a chance to either contract the plowing out or have the Town do it. Either way the School will be able to budget for the expense.

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6:30 p.m.**

**Building Inspector Communication**

A quote from Paul Busque for replacing the gutters on the Police station gutter was reviewed. A motion to accept the proposal in the amount of \$804 was made by Selectman Stuart. Seconded by Selectman Iocovozzi. Vote 3-0.

An e-mail from Austin Architects was read. Mr. Austin wrote that the charge would be \$500 to prepare a budget cost to add a small gymnasium to the rear of the Old Stone School. This can be prepared by October 14<sup>th</sup>. A motion to approve was made by Selectman Stuart. Seconded by Selectman Iocovozzi. Vote 3-0.

It was agreed by the Board to form a Building Committee to help with the Old Town Hall and Old Stone School plans. Members should include representatives from the Recreation Committee, Historic Committee and other Town Citizens that are concerned.

BI Smart asked Jonathan Austin what preliminary design fees and engineering services would cost. For both the Old Stone School and the Old Town Hall, there would be a cost of \$106,000. BI Smart recommended that the Board have JSN look at the plans.

**Signatures and Approvals**

AA Gillespie presented the Board with a schedule for Budget Reviews. The Board reviewed and approved the schedule. A memo and schedule will be sent to the committees asking for them to submit their budgets at least a week before their scheduled meeting with the Board.

Treasurer's report from July 2003 was presented to the Board.

An application for 7 yard load limit for William Beals was approved. Motion made by Selectman Stuart. Seconded by Selectman Iocovozzi. Vote 3-0.

A purchase order from Hart's Plumbing to replace the circulator pump in the Town Hall boiler was reauthorized by the Selectmen. The original Purchase Order was in the amount of \$2,600. This amount did not include labor. The work has been completed. The labor came to \$520.00, resulting in a new total on the purchase order of \$3,120.00. The change was initialed by Chairman O'Reilly.

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A purchase order from Business Management Systems Inc. (BMSI) for the annual licensing support fee was approved and signed. By paying this bill before the 30<sup>th</sup> of November the Town will save \$600.

**Town Hall Use**

A Town Hall Use Form from Christopher Cross for use of the DeRochmont Room on October 7<sup>th</sup> was approved.

A Town Hall Use Form from Thermo Electron for use of the DeRochmont Room on October 22<sup>nd</sup> was approved.

A Town Hall Use Form from Richard Rines for use of the Town Hall on October 24<sup>th</sup> at 7 p.m. was approved.

A Town Hall Use Form from Annette Lord for use of the Town Hall on November 1<sup>st</sup> was approved.

A Town Hall Use Form from the Great Bay Coast Watch for use of the Hall and Kitchen on November 13<sup>th</sup> was approved.

There being no further business before the Board the Public Session was:

Adjourn 7:50 p.m.

Non-Public in accordance with RSA 91A:3 II Personnel. No votes were taken.

Adjournment 8:30.

Respectfully Submitted,



Cynthia Gillespie  
Administrative Assistant

**Newington Board of Selectmen  
Meeting**

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**October 20, 2003  
Newington Town Hall  
6:30 p.m.**

**In attendance:** Chairman Board of Selectmen Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, BI Charles Smart, Road Agent Leonard Thomas, AA Cynthia Gillespie

***Pledge of Allegiance***

The meeting was called to order at 6:15 p.m.

**Miscellaneous**

Selectman Stuart made a motion to accept the minutes of October 6, 2003. Seconded by Chairman O'Reilly. Vote 2-0.

Selectman Stuart made a motion to authorize the purchase a hose unit for the sander from Sanel Parts in the amount of \$100.56. Seconded by Chairman O'Reilly. Vote 2-0.

AA Gillespie gave the Board an update on the School Zone signs. She said that she had called the State and requested a price for flashers for the School Zone and a breakdown on who has responsibility for maintenance. After sending someone out to do a field inspection, the State will send recommendations to the Town. Selectman Stuart said that parents are concerned about cars coming up the hill on Nimble Hill Road. AA Gillespie responded that the signs that are currently there can be changed to read 15 mile per hour when flashing. Chairman O'Reilly asked about the blinking light that is already present. AA Gillespie answered that the State will install the flashers, but it's the school's responsibility to maintain them. It may just be a matter of the school not maintaining the blinking lights or the timer may be off. The school may not even know that the blinkers are not working.

The Newington Energy Escrow Accounts were discussed. Town Planner Tom Morgan said that the escrow is in two different locations. The Town can release everything but the Acentech Noise Consultant escrow. It was decided to table this issue until more information can be found. Planner Tom Morgan will call Attorney Peter Loughlin for an explanation of what should be paid out and what should be retained by the Town.

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Selectman Iocovozzi asked Road Agent Leonard Thomas if the snow plows are ready to go. RA Thomas said that everything was ready and he has nine people lined up for plowing. Chairman O'Reilly asked RA Thomas what was being stored out back of the garage because there have been complaints. RA Thomas said that things are being taken care of and thrown away. In the spring the garage will be repainted and repaired. RA Thomas said that he met with Scott Rooney, of Chappell Tractor, and learned about the new Backhoe. RA Thomas said that the machine will be kept in the garage to protect it from weather.

Chairman O'Reilly asked if the Selectmen were aware that the Air force base has turned over the land to the PDA. Everyone was aware. Simone Masse of Malcolm McNeil's office will be requesting a title transfer from the PDA on the Town Forest instead of the lease. Chairman O'Reilly said that he told the PDA that the cost of survey could be split if it would move things along.

Selectman Iocovozzi asked if the Town would be moving the fence near the backstop on the school field. Chairman O'Reilly said yes, the Town should remove the fence with no charge.

Selectman Iocovozzi said that at the Planning Board meeting last week, Linda Khalsa spoke of dividing her property into eight lots. The estimate from the surveyor on the gravel pit that is on Ms. Khalsa's property is a minimum of 60,000 yards of gravel. Test pits on this property will be done on the 22<sup>nd</sup>. The Board is interested in getting more information about Ms. Khalsa's plans to subdivide, with the possibility of the Town purchasing some of the land to protect the Town's interest in the gravel pit.

Bids for the 1986 Chevy truck were open and read. There were nine Bids as follows:

R. Twombly	\$1,256.36
L. Kerekes	500.00
D. Geanoulis	1,200.00
E. Seale	900.00
V. Larlion	2,011.00
D. Peterson	1,650.00
R. Stern	1,537.00
B. Osborn	1,250.00
D. Purington	430.00

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6:30 p.m.**

Selectman Locovozzi made the motion to accept the highest bid from V. Larlion in the amount of \$2,011.00. Seconded by Selectman Stuart. Vote 3-0.

AA Gillespie gave the Selectmen information on GASB 34, which the Town will be adhering to this next budget year. The Board must establish general policies that the Board has to adopt. Such as, any land over \$1 is inventoried and anything over \$5000 is capitalized. Standards have to be set first and an auditor chosen before the Town can implement this. The Town's auditor should look the policy over. GASB 34 is mandated by the Federal Government. There are two categories of fixed assets; countable items are considered inventory and everything else is reportable.

**Building Inspector Communication**

The information about Haunted Houses was read and discussed. The Recreation Committee is not doing a haunted house this year, but a copy of this information should be forwarded to the committee for next year.

A memo was read from BI Charles Smart regarding the deflectors for the new truck. The deflector would keep snow from blowing up over the hood. The truck could have steel or rubber deflectors which would prevent the snow from flying over the hood. Chairman O'Reilly mentioned that the Town is already over budget for the truck, and asked if it can wait until January. BI Smart said it could wait until then. Chairman O'Reilly said that the Board would find a way to get it this year. BI Smart will write a P.O. and order the Sno Foil deflector, from Lang's Garage.

The Junkyard Ordinance procedures from Attorney Bill Tanguay were read and discussed. BI Smart has handled Junkyard procedures before and knows the process. There are notices of violations to be sent to the property owners made up by NHMA. BI Smart mentioned that it may take up to a year for the full process to come to completion. There should be four or five notices of violations sent to the people violating the R.S.A. on junkyards. The first letter is the formal contact letter; the second is a formal notice of statutory violation. The third letter is a formal notice of zoning violation. This letter is served by the Police Department. The fourth letter is from the municipal attorney to the property owner. Finally, the fifth letter is a compliance agreement. BI Smart suggested that Attorney Bill Tanguay review what will be sent out.



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6:30 p.m.**

**Signatures and Approvals**

At the last meeting, BI Smart was requested to find information about the warranty from Two-Way Communications for radio equipment for the new Town truck. The warranty is for 2 years. The Selectmen approved and signed the P.O. for radio equipment from Two-Way Communications.

A letter from the Board of Selectmen to the State Liquor Commission regarding the sale of alcohol on the porch of the OutBack Steak House was signed.

**Town Hall Use**

A Town Hall Use Form from Thermo-Electron for use of the Town Hall on October 28<sup>th</sup>, 2003 from 10:00 a.m.-12:00 p.m. Chairman O'Reilly asked that a letter be written to Thermo asking them to carpool that morning because of lack of parking spaces. The Town Hall use was approved by the Board.

There being no further business before the Board;

Adjourn 8:00 p.m.

Respectfully Submitted,



Cynthia Gillespie  
Administrative Assistant

**Newington Board of Selectmen  
Meeting**

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**November 3, 2003  
Newington Town Hall  
6:30 p.m.**

**In attendance:** Jack O'Reilly Chairman Board of Selectmen, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, Building Inspector Charles Smart, Town Planner Tom Morgan, Town Treasurer George Fletcher, Resident Barbara McDonald, Administrative Assistant Cynthia Gillespie

***Pledge of Allegiance***

The meeting was called to order at 6:30 p.m.

**Miscellaneous**

Selectman Stuart made the motion to accept the minutes of October 20, 2003. Seconded by Selectman Iocovozzi. Vote 3-0.

Administrative Assistant Gillespie mentioned that Fire Chief Greenleaf asked about repairing the Bay Floors at the Fire Station. Chairman O'Reilly said that there is money in the budget but the bids are over 6 months old. New bids are needed. Until new bids are brought in, the issue will be tabled. Chairman O'Reilly asked BI Smart to get new bids.

Building Inspector Charles Smart presented the updated version of the Town Ordinance on Alarm Systems, Users and Businesses. This ordinance will separate the alarm fees to the individual departments (Fire and Police). The Building Inspector and Chief Greenleaf submitted this idea to the Board of Selectmen before, and were told to bring in letters from the Fire and Police Commissions, showing their approval. Acceptance of this Ordinance will supersede all previous alarm ordinances. Selectman Stuart made the motion to accept the updated Town Ordinance on Alarm Systems, Users and Businesses. Seconded by Selectman Iocovozzi. Vote 3-0.

Barbara McDonald addressed the Board concerning noise coming from Pease and Pan Am. Ms. McDonald complained that the noise has started up again this summer, eight to twelve hours a night of continuous noise making sleep impossible. She stated that she had attended a Board of Selectmen meeting in August of 2000 informing the Board of the noise problem. In October of 2000 the PDA had made a resolution to mitigate the noise. She added that it seems that nothing has been done to effectively mitigate the noise.

**Newington Board of Selectmen  
Meeting**

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**November 3, 2003  
Newington Town Hall  
6:30 p.m.**

She reminded the Board that in June of 2000 the PDA had a study done that showed they should discontinue the use of APU's and use silent jet ways. This was confirmed in August of 2000 by the Board of Selectmen. In June 2001 there was an airport master plan. At that time another letter was sent to the PDA on ground level noise. In September of 2001 a letter was written from the Board of Selectmen to the FAA. The FAA told the Board that it was a local issue. There is a court stipulation that says the airport can not use APU's except for 15 minutes before the planes take off, and never at night. Sound enclosures should be used and the run-ups are supposed to be done in designated areas. Now there is a whole new board on the PDA. There is a new airport manager at Pease and two new community liaisons that don't know anything about this situation. There is also an interim director. The last letter sent to Pease from the Board of Selectmen was in 2001 requesting a work session to get together about mitigation. That meeting never took place. Selectman Iocovozzi mentioned that he met with Malcolm McNeil and their Board was very accommodating on the noise issue and there were meetings. Ms. McDonald asked what the Town will be doing about the noise. McDonald encouraged the Board to sue Pan Am. Ms. McDonald also presented the Board with a list of 11 households that are on the PDA noise log. A letter was read from a concerned resident, Roberta Thomas about the noise and her lack of sleep. Ms. Thomas had written to the Board about this issue once before in February of 2002. Selectman Iocovozzi said that the PDA has been notified many times. Selectman Stuart asked what the Town Attorney is doing to rectify the problem.

Chairman O'Reilly asked that AA Gillespie send a copy of these letters and the noise log names to Attorney McNeil along with a note to tell him to step up the process. Selectman Iocovozzi told Ms. McDonald that there is a process and that the Board of Selectmen will talk to the Attorney first to see what action should be taken next. Chairman O'Reilly also asked that AA Gillespie send a letter of acknowledgement to Ms. Thomas. The Board thanked Ms. McDonald for informing them of this continuing problem.

Town Treasurer George Fletcher presented a letter from the Newington Town Church stating that the Church would like to make a voluntary payment to the Town in the amount of \$1,100 for the year 2003 in lieu of taxes. This would be for the parish house property, 317 Nimble Hill Road. Motion to accept payment in lieu of taxes from the Congregational Church was made by Selectman Iocovozzi. Seconded by Selectman Stuart. Vote 3-0.

**Newington Board of Selectmen  
Meeting**

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**November 3, 2003  
Newington Town Hall  
6:30 p.m.**

Treasurer George Fletcher said that the Ambulance Fees through June totaled \$34,000. . Treasurer Fletcher asked Board to consider putting these fees into a special reserve account. Chairman O'Reilly said that this was discussed years ago but the Town's residents did not want to do it. Treasurer Fletcher mentioned that these funds would go toward any purchase of a truck, ambulance or equipment. Selectman Iocovozzi said that the funds should go into the general fund to offset the taxes. Money should still be appropriated for the truck and equipment purchases. Chairman O'Reilly said that a capitol reserve fund is already set up for these purchases. The issue will be tabled and readdressed at the workshop on November 10, 2003.

Treasurer Fletcher mentioned that the Town Garage needs to be painted. Chairman O'Reilly responded that Road Agent Thomas has been instructed to do the painting in the spring.

Treasurer Fletcher asked the Board of Selectmen to consider increasing the stipends for the Treasurer and Deputy Treasurer for 2004. Treasurer Fletcher stated that he doesn't feel he should ask the Deputy to help with much because the stipend for that position is only \$150 a year. The Selectmen agreed that this should be discussed at the workshop next week.

Treasurer Fletcher also mentioned that the Fire Department is paying \$1.00 more per bottle of water than the Police Department. He suggested that the two departments work together and use the same vendor and try to get a bulk discount. The Board of Selectmen thanked Treasurer Fletcher for his input.

Selectman Stuart spoke about the gate at the end of Nimble Hill Road. She stated that the State of New Hampshire does not have a problem with the Town opening the gate. David Mullen from the PDA said that the PDA will make the decision if the gate can be opened or not. She also stated that Peggy Lamson has a letter from the State saying that when the PDA took over the base the State would create a new assess road in Newington as part of the agreement. Selectman Iocovozzi said that Portsmouth has the contract on the maintenance of the roads on the base. Selectman Stuart stated that there is also a question as to who owns Arboretum Drive. Selectmen Stuart contacted Ruth Griffin about this issue and Ms. Griffin said that she would try to find out who owns the road. David Mullen of the PDA wants a letter of intent so that the PDA can consult with their engineers. Selectmen Stuart asked the Board of Selectmen to pursue this issue because there is a lot

**Newington Board of Selectmen  
Meeting**

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**November 3, 2003  
Newington Town Hall  
6:30 p.m.**

of elderly residents that are afraid of going onto the Spaulding to exit town. The Board encouraged Selectmen Stuart to keep working on this issue.

Selectman Iocovozzi notified the Board that DOT Commissioner Carol Murray's term is expiring December 3<sup>rd</sup>. He stated that Commissioner Murray is good for the State and her performance has been very impressive. Commissioner Murray has done a lot with the minimal funds that were given to her. Selectman Iocovozzi suggested that Chairman O'Reilly send a letter to the Governor's office recommending that on December 3<sup>rd</sup>, 2003 Commissioner Murray be reappointed. Chairman O'Reilly asked AA Gillespie to write a letter to be signed by the Board.

The Cost of Living Adjustment for 2004 was discussed. Chairman O'Reilly stated the difference between giving a cost of living adjustment of 2.5% or 3% is only \$4,600. Selectman Stuart said that she feels the raise should be 3%. Chairman O'Reilly stated that the Northeast region consumer price index for the past twelve months has increased 2.9%, nationally it is 2.3%. Selectman Stuart said that the employees in this Town are excellent and should be recognized for their efforts. Selectman Iocovozzi stated that he could not go along with 3% and recommended 2.5%. Selectman Iocovozzi asked how much the health insurances went up for the Town this year. AA Gillespie stated the increase was 12.6%. Selectman Stuart made the motion to accept the COLA at 3%. Seconded by Chairman O'Reilly. Vote 2-1.

It was noted that the next day would be Selectman Iocovozzi's 49<sup>th</sup> birthday (again).

**Building Inspectors Communication**

BI Smart told the Board that a few of the shingles on the Town Hall roof have had some ice damage. Chairman O'Reilly asked if BI Smart knew someone that would do the job. Chairman O'Reilly asked BI Smart to get the job done.

BI Smart said that he met with CMA regarding the engineering for the Old Stone School and Old Town Hall rehabilitation projects. CMA presented BI Smart with a proposal that could be explained to the Board at another meeting by CMA if the Board wishes. CMA told BI Smart that the historic structure report and plans by Austin Architects were excellent. The only area of contention was the covered fire escapes. BI Smart strongly suggested that the Board meet with CMA.

**Newington Board of Selectmen  
Meeting**

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**November 3, 2003  
Newington Town Hall  
6:30 p.m.**

**Signatures and Approvals**

Chairman O'Reilly read a letter from the Planning Board to the PDA regarding the property of Gurubhai Khalsa. Ms. Khalsa's plan is to subdivide a twenty area parcel into an eight lot subdivision and a cul-de-sac. The Planning Board recommended that the PDA explore the feasibility of acquiring the development rights for this parcel.

Town Planner Tom Morgan updated the Board on the Newington Energy Escrow Funds and it was decided to discuss the funds further at the workshop next Monday.

A letter from Kathy Reinhold was read. Ms. Reinhold asked the Board for approval to using her address to obtain a Tax ID number for Rescue Anonymous, a cat rescue non-profit group. As Animal Control, Selectman Stuart said that she would accompany BI Smart for an inspection. Motion to authorize Ms. Reinhold to use her address to obtain a Tax ID number was made by Selectman Iocovozzi. Seconded by Selectman Stuart. Vote 3-0.

**Town Hall Use**

A Town Hall Use Form from Douglas Reed for a November 20<sup>th</sup> meeting of the Celiac Sprue Support Group was approved.

There being no further business before the Board;

Adjourn 8:35 p.m.

Respectfully Submitted,



Cynthia Gillespie  
Administrative Assistant

**Newington Board of Selectmen  
Workshop Minutes**

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**November 10, 2003  
Newington Town Hall  
6:00 p.m.**

**In attendance:** Board of Selectmen Chairman Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, AA Cynthia Gillespie

**The meeting was call to Order at 6:05 p.m.**

A Veterans Tax Exemption for John McDonald of 480 Newington Road was approved. Motion made by Selectmen Iocovozzi. Seconded by Selectmen Stuart. Vote 3-0.

A letter from the Tax Collector, Jane Mazeau was read. Resident Dorothy Watson has requested that she be allowed to pay her property taxes in installments. The Tax Collector has asked if the Board of Selectmen would waive the interest. The Board approved this request.

AA Gillespie gave the Board a status report on the Town Forest transaction. She said that Chairman O'Reilly asked that she contact Simone Masse of McNeil's office to get an update. AA Gillespie reported that Ms. Masse told her that Lynn from the PDA was meeting with the FAA on November 6<sup>th</sup>, however Ms. Masse had not heard back from Lynn about the results of the November 6<sup>th</sup> meeting. Ms. Masse told AA Gillespie that she would call Lynn and then report back to the Town.

AA Gillespie reported to the Board that Barbara McDonald had called Thursday to follow up on her complaints about the noise issues coming from Pease and Pan Am. Mrs. McDonald asked AA Gillespie what had been done since the Selectmen's meeting on November 3<sup>rd</sup>. AA Gillespie told Mrs. McDonald that a letter had been written to the Town's Attorney, Malcolm McNeil, asking his advice on the problem and how the Town should proceed. Mrs. McDonald stated that this was not good enough. Mrs. McDonald wanted Mr. McNeil to attend the PDA meeting on November 14<sup>th</sup>. AA Gillespie told Mrs. McDonald that she would call Mr. McNeil to discuss the problem further. AA Gillespie stated that she did call Mr. McNeil and left a voice message on Thursday. Mr. McNeil called back on Friday. He said that just showing up at the PDA meeting on the 14<sup>th</sup> is not the way to handle the situation. Mr. McNeil added that he needs to do some investigating about the source of the noise. He said that he will get back to the Board of Selectmen as soon as possible.

**Newington Board of Selectmen  
Workshop Minutes**

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**November 10, 2003  
Newington Town Hall  
6:00 p.m.**

AA Gillespie told the Board that Ken Pickering told her that the Transfer Station is still being used quite a bit. He requested that the Board approve that the Transfer Station be open December 6<sup>th</sup> and 13<sup>th</sup>, weather permitting. After reviewing the Transfer Station budget, the Board agreed to allow Ken to remain open through December weather permitting. It was mentioned that Leonard Thomas has not submitted a proposal for the 2004 trash pick-up.

The Board instructed AA Gillespie to encumber that balance of the Bayside Paving Contract. Chairman O'Reilly asked Selectmen Iocovozzi to review the CIP in order to budget for paving next year.

AA Gillespie pointed out a new line item under the Highway Budget for road signs. She said that currently road signs are being charged to maintenance supplies. Generally they are split out, in order to track the expenditure better. This year the Town spent a sizable amount on signs and because the State is enforcing larger street signs, she recommended that the Town budget separately for them. The Board agreed.

There was discussion on the enforcement of the Junk Yard Ordinance. Chairman O'Reilly asked Selectmen Stuart to go out with Code Enforcement Officer, Smart to investigate trouble spots around town.

AA Gillespie reminded Selectmen Iocovozzi that the generator in the Town Hall needs to be serviced. Selectmen Iocovozzi said that he would contact Jim from Northeast Mechanics to look at it.

AA Gillespie reported that the flag pole in front of the Town Hall is leaning. Chairman O'Reilly instructed AA Gillespie to call Anson Sailmakers to come reset the pole. Also, the Board instructed AA Gillespie to have a plaque made up for the flag pole in memory of Jack Mazeau and his years of service to the Town.

A letter from the Town Treasurer, George Fletcher was read. Mr. Fletcher requested that the Board increased the Treasurer's stipend by \$1,000, making it \$4,000 a year. He also asked that the Deputy Treasurer's stipend be increased to \$400.00 per year. A list of the current stipends was reviewed. Selectmen Stuart stated that she has no problem with the increases. Selectmen Iocovozzi agreed. Selectmen O'Reilly asked AA Gillespie to ask the Treasurer to get information together in order to justify the increase to the budget committee. (How many hours per week? - What other towns are paying? - etc.)



**Newington Board of Selectmen  
Workshop Minutes**

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**November 10, 2003  
Newington Town Hall  
6:00 p.m.**

A memo from Jane Mazeau requesting a Warrant Article to increase the salary for the Town Clerk's position was read. This item was tabled at this time.

AA Gillespie reported to the Board of Selectmen that there have been nine people interested in being a member of the Building Committee.

Clifford Abbott  
Rick Stern  
Chris Bellmare  
Laura Coleman

Conservation Commission: George Fletcher  
Peggy Lamson  
Recreation Committee: Keith Frizzell  
Historic Commission: Suzie Carmichael  
Historic Society: Gail Pare

She asked how to get the Building Committee set up and running. Chairman O'Reilly stated that a Charter needs to be written, stating the objectives and the term of the committee. The Board needs to appoint the members. This item was tabled at this time.

Blanket Purchase Orders for 2004 were reviewed and signed. The Purchase Orders were as follows:

Airgas  
General Linen  
Morton Salt  
Pike Industries  
Various Election Workers  
Waste Management

A Town Hall Use form was approved for a November 18<sup>th</sup> meeting for Thermo Electron.

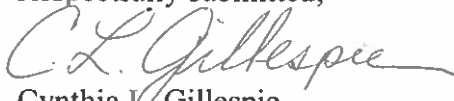
The Public Hearing on the Ordinance for the Alarm Users Fees was held and was accepted.

The Board of Selectmen committed on how efficient and helpful the new Town Secretary, Brenda Foster is. AA Gillespie stated that Ms. Foster has been with the Town for six months. The Board instructed AA Gillespie to give Ms. Foster a \$300.00 merit bonus, with their thanks for a job well done.

There being no further business before the Board the meeting was:

Adjourn 7:40 pm

Respectfully submitted,

  
Cynthia V. Gillespie  
Administrative Assistant

**Newington Board of Selectmen  
Meeting**

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**November 17, 2003  
Newington Town Hall  
6:30 p.m.**

**In attendance:** Chairman Board of Selectmen Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, BI Charles Smart, Road Agent Leonard Thomas, Planning Board Member Denis Hebert, Wil Corcoran and AA Cynthia Gillespie

***Pledge of Allegiance***

The meeting was called to order at 6:30 p.m.

**Miscellaneous**

A motion was made by Selectman Stuart to accept the minutes of November 3, 2003 and November 10, 2003. Seconded by Chairman O'Reilly. Vote 3-0.

A memo from Wil Corcoran was read. Meg Baker from the DRA will not be able to set the tax rate until she gets back from vacation, December 8<sup>th</sup>. Chairman O'Reilly asked AA Gillespie to call and set an appointment with Ms. Baker for December 9<sup>th</sup>. The memo states that hearings will begin next Tuesday and continue until Saturday, November 29<sup>th</sup>. The re-val is being wrapped up and the values will be sent out early next week. The new assessments will be entered into the Tax Billing system the week of December 1<sup>st</sup> or 8<sup>th</sup>. The new tax rate will be set after that. County tax will be set the 17<sup>th</sup> of December.

Mr. Corcoran asked about Earth Tech which runs the Sewer Department for the Commissioners. They are not run by the Town of Newington. The budget is approved by the Town's Budget Committee. Wil Corcoran asked if someone could tell him who owns the land that the building sits on and who leases the land and how much the lease is for. Selectman Iocovozzi suggested that Mr. Corcoran get in touch with George Fletcher, Chairman of the Sewer Commission.

Mr. Corcoran mentioned that the DRA would like to be involved with the hearings. Selectman Stuart asked if this was mandatory. Mr. Corcoran said yes. The DRA has been doing this for years. Three hearing officers will be present for the hearings the week of December 8<sup>th</sup>.

Mr. Corcoran will be sending in an RFP for next year since Corcoran Consultants contract will run out. Only 54 residents have brought back their assessment letters with and without changes.

**Newington Board of Selectmen  
Meeting**

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**November 17, 2003  
Newington Town Hall  
6:30 p.m.**

Road Agent Leonard Thomas asked the Board of Selectmen to raise his trash removal pay by 4%. Gasoline prices have gone up, labor, health prices have increased. AA Gillespie will make a note of this for next year's budget.

Road Agent Thomas mentioned that striping hasn't been done in over a year. Next year all white and yellow lines need to be striped. Selectman Iocovozzi asked if this was something that could be put out to bid. Agent Thomas said yes. AA Gillespie was instructed by Chairman O'Reilly to put a bid out for road striping. Eight miles of striping at .57 cents a foot would be approximately \$25,000. AA Gillespie mentioned that she needs a spec sheet from Road Agent Thomas.

Road Agent Thomas also asked for a P.O. for tools for the shop so they do not have to use their own tools. Selectman Iocovozzi said the problem is that tools are left everywhere else. Selectman Stuart told Selectman Iocovozzi that she would not want to use her own tools on a job and that he is wrong. The Fire Department buys their own tools and doesn't make their employees bring their own tools. Road Agent Thomas said that he needs a complete set of wrenches and open wrenches. Selectman Iocovozzi asked how much Road Agent Thomas would want for these tools. Road Agent Thomas answered about \$800. Selectman Stuart said that the Town is not run like a business, and there aren't many people that would use these tools. Selectman Iocovozzi said that other municipalities have the person bring their own tools. If a tool box is constantly locked what good would that do. Selectman Stuart said that it's just a matter of control. Selectman Iocovozzi believes that the more tools you have, the more they can disappear.

The money for tools may be taken out of a different line item. Chairman O'Reilly asked about pay for Road Agent Thomas and the Highway Department and said that the pay will be discussed. Selectman Stuart said that if the pay isn't increased then there will be employee issues. Chairman O'Reilly mentioned that it may be possible to have a higher rate for plowing the roads at night.

Selectman Stuart asked about the shoulders on McIntyre and Newington Road. Road Agent Thomas said he would take care of it. Chairman O'Reilly also spoke of paving Fox Point Road from the stop sign to the cul-de-sac and possibly Brickyard Way. There is only about \$12,000 left in the account. Signs will be a different line item so it will be budgeted separately. AA Gillespie will pull out how much was spent on signs this year.

Road Agent Thomas said that the new roads are great and you can see the yellow lines in the fog. The old roads are harder to see. There is an option of striping yellow one year

**Newington Board of Selectmen  
Meeting**

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**November 17, 2003  
Newington Town Hall  
6:30 p.m.**

and white the next. Road Agent Thomas asked about insurance and the increasing prices. Chairman O'Reilly said that the Town can not pay his insurance because he is not full time. AA Gillespie said that bylaws are set up with the Health Trust that insurance is only for full time employees.

Selectman Iocovozzi suggested that AA Gillespie put out a bid for paving. AA Gillespie informed the Board that work has begun on the Annual Town Report. Selectman Stuart made the motion to accept the Transfer Station schedule and regulations. Chairman O'Reilly seconded. Vote 3-0.

The Audit bids were read by the Board. Vachon is the current auditor and runs about \$7000 and next year it will increase to almost \$9000 to cover the costs of new requirements. Vachon did not submit a formal proposal but a letter stating the prices. Chairman O'Reilly asked that AA Gillespie call Vachon and see if this price is good for three years or just one.

There will be a Coalition meeting on December 2<sup>nd</sup> at 2:00. Chairman O'Reilly asked that AA Gillespie send another donation of \$2,500 to the Coalition.

Chairman O'Reilly asked that AA Gillespie send a memo to the Fire Department regarding their high phone bill. Chairman O'Reilly said it's the same numbers over and over again. Selectman Stuart feels that Fire Chief Greenleaf should be made aware of this.

Selectman Iocovozzi asked about the mowing of the cemetery. Chairman O'Reilly asked AA Gillespie to put this out to bid.

**Building Inspector Communication**

Chairman O'Reilly asked BI Charles Smart how the holiday pay worked for him. BI Smart said that the Board offered a certain amount to pay him and holiday pay does not matter. At the end of the year he does not take more than his salaried amount. Chairman O'Reilly asked about a cap on overtime. BI Smart can not accumulate more than 240 overtime hours. 30 days of vacation time can be rolled over. AA Gillespie said that according to personnel manual, a certain number of days are designated vacation days. BI Smart said that even then he will not be given more than what his salary states. Chairman O'Reilly approved BI Smart's request for vacation days.

**Newington Board of Selectmen  
Meeting**

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**November 17, 2003  
Newington Town Hall  
6:30 p.m.**

A memo was read about the new radio and lights being installed in the new truck Thursday and Friday.

BI Smart mentioned that Road Agent Thomas has an extra radio that can be installed in the tractor. The Board of Selectmen approved the installation of the extra radio.

A memo regarding the Sweeney Septic system was read. BI Smart witnessed the application of the red dye test. A follow up memo was read stating that there were no obvious indications of dye at the time of inspection. Until an investigation is done, there is no evidence that Mr. Sweeney's septic system is at fault. The DES will be handling the issues involved.

A memo about the Alarm User Ordinance was read. BI Smart said this is just an informative notice that the ordinance doesn't need to go before the Town Meeting. The ordinance needs to be recorded with the Town Clerk and posted for 30 days.

A fax from CMA Engineers was read. BI Smart said that JSN and CMA met with BI Smart. Chairman O'Reilly asked that this document be put into a folder for next year. The Building Committee will be appointed after January 1, 2004.

Selectman Stuart asked why BI Smart is a member of the NFPA. BI Smart responded that the books and literature for Building Inspectors is discounted up to 30%. The books are all designated for Building codes and regulations. The discounts can only occur if the person purchasing the books is a member. All of the NFPA workshops that BI Smart attends are also discounted.

A letter from the NH DOT for Fire Chief Greenleaf was read regarding the inspection of Guilford Transportation Industries' Newington Branch rail line. The railroad line was found to be in good condition.

**Signatures and Approvals**

Chairman O'Reilly approved the release of funds from Newington Energy Escrow Funds that are held by Peter Loughlin. Selectman Stuart made the motion to release \$203,761.87. Seconded by Selectman Iocovozzi. Vote 3-0.

The Board approved and signed the Tax Year 2003 Assessment Questionnaire (PA43).

**Newington Board of Selectmen  
Meeting**

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**November 17, 2003  
Newington Town Hall  
6:30 p.m.**

**Town Hall Use**

A Town Hall Use Form from Kathy Reinhold for a January 11<sup>th</sup> event was approved and signed.

A Town Hall Use Form from Luanne O'Reilly for a June 5<sup>th</sup> event was approved and signed.

There being no further business before the Board;

Adjourn 8:35 p.m.

Respectfully Submitted,



Cynthia Gillespie  
Administrative Assistant

**Newington Board of Selectmen  
Meeting**

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**December 1, 2003  
Newington Town Hall  
6:30 p.m.**

**In attendance:** Chairman Board of Selectmen Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart, BI Charles Smart, Sandy Hislop, Jim Noseworthy, Chris Cross, Barbara McDonald, Laura Coleman and AA Cynthia Gillespie.

***Pledge of Allegiance***

The meeting was called to order at 6:30 p.m.

**Miscellaneous**

Mr. Sandy Hislop, of Great Bay Marina reported to the Board that the State of New Hampshire has notified him that a surety bond must be purchased, in order for the Marina to continue to do boat registrations. Town Clerk Jane Mazeau already checked with NHMA about the Town purchasing the bond and was told that the Town can not add the Marina to the Town's insurance. AA Gillespie recommended that Mr. Hislop should purchase the bond through his insurance company and the Town could reimburse the Marina for the cost of the bond. Selectman Stuart made a motion to reimburse Great Bay Marina for the cost of purchasing a Surety Bond for the purpose of boat registrations. Seconded by Selectman Iocovozzi. Vote 3-0.

Mr. Jim Noseworthy, resident, asked the Selectmen what the result has been of the recent revaluation. Chairman O'Reilly responded that the new valuations are more realistic the tax rate should decrease, hopefully under \$10.00 per thousand. Mr. Noseworthy asked if the intent of the Town to do a revaluation yearly. Chairman O'Reilly answered that revaluations will be done every five years, but possibility that the values may change each year because of sales. Mr. Noseworthy said it was his understanding that abatements are only good for one year. If the values increased every year, the abatements would not apply to further years. Chairman O'Reilly asked BI Smart to bring Assessor Wil Corcoran into the meeting. Chairman O'Reilly asked Mr. Corcoran if the Town was on a yearly update based on sales. Mr. Corcoran confirmed. Chairman O'Reilly asked if a home owner received an abatement, is it only good for one year or will it effect further years. Mr. Corcoran answered that the abated assessment would change the value permanently. There is an assumption that if a property is abated the property was assessed too high to begin with or there was an incorrect assessment. The abatement value is the new base for the property. Annual updates will be based on the abated value.

**Newington Board of Selectmen  
Meeting**

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**December 1, 2003  
Newington Town Hall  
6:30 p.m.**

Selectman Stuart made the motion to accept the minutes of November 17, 2003.  
Seconded by Selectman Iocovozzi. Vote 3-0.

Treasurer's Report for the month of September 2003 was read and accepted.

A veteran's exemption form from Bruce Robinson was read. Motion for the Chairman to sign the exemption made by Selectman Iocovozzi. Seconded by Selectman Stuart. Vote 3-0.

Chairman O'Reilly mentioned that there is a Coalition meeting December 2<sup>nd</sup> at 2:00 p.m. in Concord. Selectman Iocovozzi might be able to attend.

A letter was read from Chris Cross, resident, regarding the Town Forest. Mr. Cross feels the Town Forest should be designated "No Firearms Discharge Area". Selectman Stuart made the motion to post "No Firearms Discharge Area" signs around the Town Forest. Seconded by Selectman Iocovozzi. Vote 3-0.

Mr. Cross also informed the Selectmen that there will be a Governor's Council meeting Wednesday about the DOT Road project.

Resident, Ms. Laura Coleman presented the Board with concerns about BI Smart and Selectman Stuart. Ms. Coleman stated that she understands that the Selectmen and Code Enforcement Officer has the right to question anything that is suspected to be a building or zoning violation. BI Smart had asked Ms. Coleman last week about the light on in the building on her property. BI Smart responded that he had attended a Planning Board meeting and when he left at 10:00 that night, he noticed the lights on and a truck parked by the building. BI Smart asked Ms. Coleman about it and received an answer. BI Smart was satisfied with the answer and forgot about the discussion. Ms. Coleman asked why a light on in the building would be an indication of construction going on. BI Smart responded that Ms. Coleman had come to a previous Selectmen meeting and complained that she was building on her property and the Code Enforcement officer never asked her about it or about a permit. Ms. Coleman then accused Selectman Stuart of having a part in this and directing BI Smart to check on her property. Selectman Stuart said that she has not conversed with BI Smart about any of Ms. Coleman's property. Selectman Iocovozzi said that this is all a matter of assumptions and coincidences.



**Newington Board of Selectmen  
Meeting**

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**December 1, 2003  
Newington Town Hall  
6:30 p.m.**

Barbara McDonald addressed the Board saying that a month ago she came to the Selectmen and wants an update on what is being done about the Pease noise complaint. Chairman O'Reilly said that the Selectmen had just received a letter from McNeil. Muska, from the PDA, has been advised of the noise issue and things are being taken care of through video tapes and nighttime noise assessment. AA Gillespie was instructed to send a letter to Muska at the PDA regarding the noise issue and meeting with the Selectmen and Mrs. McDonald in January.

The letter to be sent to residents violating the junk yard ordinance was read by the Selectmen. It was decided to wait until all the names are accumulated and send the letters out at one time.

The dedication plaque to the memory of Jack Mazeau was tabled until more estimates are received on the cost of this project.

AA Gillespie asked the Board if the Town could honor Barbara Hill on the dedication page of the annual report. The Selectmen thought that was a great idea.

The Selectmen looked at the auditor's quotes and approved Vachon & Clukay for another 3 years.

**Town Hall Use**

A Town Hall Use Form from Ralph Estes for a December 24<sup>th</sup> event was approved and signed.

There being no further business before the Board Public Session was:

Adjourn 8:15 p.m.

Non-Public in accordance with RSA 91A:3 II Personnel. No votes were taken.

Adjournment 8:30.

The Board of Selectmen accepted the resignation of Richard Rines due to his retirement effective December 31, 2003 with regret. Dick will be greatly missed.

Respectfully Submitted,

  
Cynthia Gillespie  
Administrative Assistant

# **Newington Board of Selectmen Agenda**

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**December 15, 2003  
Newington Town Hall  
6:00 p.m.**

6:00 p.m. – *Call to Order*

## ***Pledge of Allegiance***

1. Custom Pools/ Junkyard Ordinance
2. Board of Fire Engineers
  - Estimates on Building Repairs
  - Ken Stanley- deployment
  - Federal Grant
3. Miscellaneous
  - Meeting Minutes of December 1, 2003
4. Signatures & Approvals
  - Petition and Pole License
  - Letters to Employees
5. Town Hall Use
  - Seacoast Metro. Planning Org.- January 8, 2004
  - Richard Rines- January 9, 2004
  - N.H. Dept. of Environmental Services- January 14, 2004
6. Building Inspector Communication
  - Steel Drawer for Vault
  - Heating Systems in Town Buildings
  - Permit Fees
7. Budget Reviews
  - Library
  - Historic District Commission
  - Conservation Commission
  - Cemetery Committee
  - Recreation Committee

Posted 12/12/03

**Newington Board of Selectmen  
Meeting**

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**December 15, 2003  
Newington Town Hall  
6:00 p.m.**

**Budget Reviews**

George Fletcher presented the Conservation Commission budget in the amount of \$11,442.00 to the Board. Five Thousand Dollars on the Town Forest line is for David Hislop to review the Survey on the Forest. Selectman Iocovozzi made the motion to recommend the Conservation Commission budget of \$11,442 to the Budget Committee. Seconded by Selectman Stuart. Vote 3-0.

Library Trustees, Ms. Patricia Bennett, Mr. John Welch and Ms. Meredith Hoyt presented the Library budget to the Board in the amount of \$45,400. Chairman O'Reilly asked why the salaries were increased. Mr. Welch responded that the library will be open more hours next year (Tuesdays 3-8, Thursdays and Fridays 10-5). Ms. Hoyt said that the school would like to bring each grade to the Library on Fridays. Mr. Welch added that there was also an increase because of Librarian Becky Marks pay raise from \$15.30 to \$17.50. Ms. Bennett stated that they have checking with the State Library Trustee's Association and the average wage for Librarians in the State is \$18.57 and Rockingham County average is \$19.81. Chairman O'Reilly also asked what equipment the library plans on purchasing next year. Ms. Hoyt mentioned the Library is currently borrowing a tape printer from the Town of Greenland Library, so they plan to purchase one this year as well as a new book return. An adjustment in the Library Budget was made to include \$2,520 for FICA/MEDI. Selectman Stuart made the motion to recommend the Library budget of \$47,920 to the Budget Committee. Seconded by Selectman Iocovozzi. Vote 3-0.

A letter from the Historic District Commission, acting Chairperson Suzie Carmichael was reviewed. The project for the restoration of Town Records is in year two. The Historic Commission has requested \$6,000 again this year for this project. Annual membership fees to the Preservation Alliance are \$50.00. Selectman Iocovozzi made the motion to recommend the Historic District Commission budget of \$6,050 to the Budget Committee. Seconded by Selectman Stuart. Vote 3-0.

Mr. Peter MacDonald presented the Recreation Committee budget in the amount of \$39,804.80 to the Board. Mr. MacDonald said that he has discovered that the soccer nets are less than they had anticipated, so he said the Board should decrease the General Supplies line by \$1000. Selectman Iocovozzi made the motion to recommend the Recreation Committee budget of \$38,804.80 to the Budget Committee. Seconded by Selectman Stuart. Vote 3-0.

**Newington Board of Selectmen  
Meeting**

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**December 15, 2003  
Newington Town Hall  
6:00 p.m.**

Mr. Cliff Abbott addressed the Board saying that the Cemetery Committee is not requesting a budget this year. After further discussion, the Board recommended that the Cemetery budget should remain the same as last year. There is still a need for general ground maintenance, spring clean up and summer mowing and trimming. Selectman Iocovozzi made the motion to recommend the Cemetery Committee budget of \$12,550 to the Budget Committee. Seconded by Selectman Stuart. Vote 3-0.

**Building Inspector Communications**

BI Smart told the Board that currently there are building plans being stored here in the Town Hall that need to be put in a protective cabinet. He proposed that a five drawer flat file be purchased for the vault. BI Smart received a quote from W.B. Mason for \$984.99 for the file. This proposal was approved by the Board.

A memo was read from BI Smart regarding heat in the unoccupied Town buildings. He recommended that because Dick Rines is retiring, it may be a good idea to install a monitoring system in the buildings that will signal the Fire Department in the event that there is a heating system failure. Chairman O'Reilly asked BI Smart to get prices.

A proposal from BI Smart to increase permit fees was tabled.

**Signatures and Approvals**

The Board reviewed and voted to sign a Petition and Pole License for Verizon. The motion was made by Selectman Iocovozzi. Seconded by Selectman Stuart. Vote 3-0.

The Board reviewed and signed a letter to Road Agent Leonard Thomas commending his hard work during the recent snow storm.

The Board reviewed and signed a letter to Richard Rines accepting his retirement

**Town Hall Use**

A Town Hall Use Form from Seacoast Metropolitan Planning Organization for a January 8th event was approved and signed.

A Town Hall Use Form from Richard Rines for a January 9<sup>th</sup> event was approved and signed.

**Newington Board of Selectmen  
Meeting**

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**December 15, 2003  
Newington Town Hall  
6:00 p.m.**

A Town Hall Use Form from Carroll Brown for a January 14<sup>th</sup> event was approved and signed.

A Town Hall Use Form from Douglas Reed for a January 15<sup>th</sup> event was approved and signed.

There being no further business before the Board Public Session was:

Adjourn 8:45 p.m.

Non-Public in accordance with RSA 91A:3 II Personnel. No votes were taken.

Adjournment 9:00.

Respectfully Submitted,



Cynthia Gillespie  
Administrative Assistant

**Newington Board of Selectmen  
Meeting**

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**December 29, 2003  
Newington Town Hall  
4:00 p.m.**

**In attendance:** Board of Selectmen Chairman Jack O'Reilly, Selectman Cosmas Iocovozzi, Selectman Jan Stuart and AA Cynthia Gillespie.

The meeting was called to order at 4:00 p.m.

Non-Public in accordance with RSA 91A:3 II Personnel. No votes were taken.

Adjournment 5:00 p.m.

**Public Session**

Richard Rines addressed the Board requesting assistance from the Town to meet his insurance payments. Upon discussion, it was decided that the Town would pay Mr. Rine's portion of the insurance in the amount of \$241.45, and Mr. Rines would be responsible for dental and his wife's portion of the insurance. Selectman Stuart made the motion to assist Mr. Rines with the amount of \$241.45 per month because of his 25 years of service to the Town. Seconded by Selectman Iocovozzi. Vote 3-0.

A motion was made by Selectman Stuart to hire a full time custodian to replace Richard Rines. Seconded by Chairman O'Reilly. Vote 2-1.

There being no further business before the Board:

Adjournment 5:30.

Respectfully Submitted,

Cynthia Gillespie  
Administrative Assistant