



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, SEPTEMBER 1, 2020
TIME: 6:00PM**

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:00pm. In attendance were Selectmen, Matthew A. Burrill; Chairman, Lawrence B. Foote; Vice-Chairman, Lisa L. Gonyer, Charles R. Melvin Sr., Town Administrator Nancy J. Wrigley, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was audio and video taped; the public meeting minutes and a portion of the non-public session minutes were transcribed and typed by Secretary Morin. A portion of the non-public session minutes were transcribed and typed by Town Administrator Wrigley. Selectman Kathryn Michaels was excused this evening.

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

Selectman Foote moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Foote -- aye, Melvin – aye.

Selectman Melvin moved to close the non-public session at 6:42pm. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Melvin – aye.

Need Nancy's nonpublic

Chairman Burrill called the public portion of the meeting back to order at 7:16pm.

II. Scheduled Business

A. Policy Review – Amended Purchase Policy and Requisition Procedure

Chairman Burrill stated that the Town has a purchase policy in place to facilitate purchasing needed items. The Board has been seeing requests coming through that do not need to come before the Board and for this reason, the Board is reviewing the purchase policy.

Bookkeeper Hughes presented the recommended amendments to the policy. She stated that the requisition process was added to the end of the policy and some other minor updates. Secretary Morin stated that they recommend reducing the number of written quotes required for purchases between \$1,500-\$2,500 from three to one.

Chief Alcadinho does not have any issue with the proposed changes.

Selectman Gonyer recommends increasing the amount for the third range from \$2,500--\$3,500 to \$2,500 -- \$5,000.00 and increase the requirement for sealed bids from \$3,500 to \$5,000.

Chief Alcadinho asked if the Board would require 3 quotes from the State or Federal Government. Selectman Gonyer stated that there is an exception in the purchase policy to cover this.

Town Administrator Wrigley reminded all departments to send building needs to her before the budget is approved so that it can be added to the General Government Building budget for the upcoming year.

Mr. Kozec addressed the Board and asked where the funds come from to repair buildings? Town Administrator Wrigley stated that it should come from General Government Building budget. Selectman Gonyer further explained that should a roof be needed on a building; the funds would come from that budget.

Selectman Gonyer moved to accept the amended Purchase Policy with the following additional amendments. 1) Increase amount for the third range from \$2,500--\$3,500 to \$2,500--\$5,000.00. 2) Increase the requirement for sealed bids from \$3,500 to \$5,000. 3) Require only 1 quote for anything in the range of \$1,500--\$2,500. Seconded by Selectman Foote with a unanimous vote.

B. 2020-2021 Heating Season – fuel prices

Ms. Kathy Richards a representative from Suburban Propane addressed the Board. Ms. Richards explained that the company is offering a 1-year fixed price for 4500 gallons of propane at a cost of \$1.47 per gallon. A 2-year fixed price would be \$1.54 per gallon for the second year. The 1-year fixed price for 6000 gallons of #2 heating oil is \$2.05 and for a 2-year fixed price it is \$2.13 per gallon for the second year. The Town will not be charged any delivery or additional fees. The prices are valid for 24 hours.

Selectman Melvin asked what happens if the Town does not use all the fuel. Ms. Richards stated that the contract does state that unused fuel would be charged at the fixed price. She went on to state that she has never seen the company charge a customer for unused fuel. The company will work with the customer and if needed push the unused fuel to the next year.

Selectman Melvin asked what if the Town uses more fuel than agreed upon. Ms. Richards stated that the cost of the fuel would be determined by the current market price. If the difference is 2-3 cents, they would probably keep the fixed price.

The Board will discuss the proposal later in nonpublic.

C. Town Ordinances – Complaint – Selectman provided misinformation

Mrs. Barbara White addressed the Board as a resident. She read her statement informing the Board that Selectman Foote at the August 25, 2020 Planning Board Public Hearing for Mr. John Kelleher stated in public the following: "Mr. Kelleher if it doesn't pass, maybe you should just have a cookout and ask for donations. And you're not a business." Mrs. White expressed dismay that an official of the Town would tell a resident to circumvent Town Zoning Ordinances. Her opinion is that Selectman Foote should be replaced as the Ex-Officio for the Planning Board.

Selectman Foote stated that this application that came before the Planning Board has taken too long to resolve. He informed the Board that there were some members of the Planning Board that were disconnected from the meeting and could not get back in. He believes the meeting should have been stopped and continued only when the members were able to re-join the meeting.

Chief Alcadinho addressed the Board and would not like to see Selectman Foote replaced. Selectman Foote informs the Planning Board when they are reviewing applications of any safety issues that could be a concern to First Responders.

Mr. Zalenski addressed the Board. He stated that at the last Planning Board he was disconnected from the meeting and was not able to re-join. He stated that there is no person to contact when issues like this happen.

Chairman Burrill stated that he is dismayed that the Planning Board does not work together.

Selectman Gonyer stated that it should be on the agenda who to contact if a person has an issue joining the Zoom meeting.

D. Quote for Repairs

a. Fire Station – Replace 2 reel power cords

Chief Alcainho addressed the Board and informed them that he has a list of needs for the Fire Department. Currently he is looking to replace 2 corded power reels. He has replaced one with a residential version which did not last.

Town Administrator Wrigley stated that the General Government Budget is getting low in funds. She expressed concern that if there is a big ticket item such as a furnace, there would not be sufficient funds to cover it.

Chairman Burrill stated that he would like to have Town Administrator Wrigley send out a memo to the Department Heads asking what they need for a list of building maintenance/repairs that still need to be done.

Chief Alcainho stated that the Fire/Rescue Station still needs to have keypads installed on some of the outside doors.

Selectman Gonyer asked why Chief was only asking for 2 corded power reels and not replacing all 6 of them. Chief Alcainho stated that he replaced 2 out of the Fire Department budget.

Selectman Foote stated that the reel cords do not need to be installed by an electrician. The cost of the lift is about the same as one reel.

Selectman Gonyer moved to authorize the purchase of 2 corded power reels on estimate 3139 in the amount not to exceed \$1,807.30. Seconded by Selectman Melvin with a unanimous vote.

b. Library – overhead light replacement

Secretary Morin informed the Board that the overhead light in the Library Director's office is not working and that she is using a desk lamp.

Selectman Gonyer moved to authorize the acceptance from Kingston Electric proposal 3138 in the amount of \$456.74. Seconded by Selectman Foote with a unanimous vote.

E. EOC – COVID-19 Update

Selectman Foote provided the latest statistic from by the State on COVID-19. He reviewed Emergency Order 65 and stated that there was an issue with an establishment in Town that was violating the order. Should the establishment violate the order again, they could be fined up to \$20,000.00 and charged with a misdemeanor.

He provided a summary from various State departments concerning the pandemic. Last week he picked up election materials such as PPE's.

A reminder to all Department Heads, Boards, Commission and Committees to submit any COVID-19 related invoices to the EOC by weeks end.

F. Town Hall -- Conservation Commission request to utilize meeting hall

Selectman Foote stated that the Conservation Commission Secretary expressed concern that when the Commission meets in the back room there is only exit because the interior door is locked. The Commission would feel more comfortable meeting in the main hall.

The Board agreed on opening the main hall for any Board, Commission or Committee to use for meetings. This does not mean that they must meet in person. Until the State of Emergency is lifted, they can still meet electronically.

Chairman Burrill stated that the Town should not pay for a commercial cleaner to come in after each meeting. Town Administrator Wrigley stated that she spoke with the Town's Custodian and he will come in the day after the meeting to clean the main hall.

Selectman Melvin moved to open the main hall at the Town Hall to Boards, Commission and Committees for meetings. They will need to schedule the meeting with the Selectmen Secretary Morin. Seconded by Selectman Foote with a unanimous vote.

G. Signage at RR on Crane Crossing Road

Selectman Melvin stated that he received an email for NH DOT with concern about the lack of signage at the railroad crossing on Crane Crossing Road. He stated that the brush along side the needs to be cut back. The NH DOT informed him that it is the Town's responsibility to have proper signage at the railroad crossing. Two railroad crossing signs are needed. One will be on the approach from the Plaistow side and the other at Willow Street.

Secretary Morin will contact the Road Agent provide a quote for signage and ask about cutting back the brush along side the road.

Town Administrator Wrigley asked how this came about. Secretary Morin stated that an out of state driver informed the DOT about the lack of signage.

H. Selectmen Schedule for State Primary

Chairman Burrill announced that the State Primary elections will be held at 8 Merrimac Road in the Police Station garage on September 8, 2020.

Selectmen Gonyer and Melvin will be at the polling place from 8am-8pm. Chairman Burrill will be there from 8am-5pm. Selectman Foote from 7am-4pm. Selectman Michaels from 12pm-8pm.

Chairman Burrill announced that the State is encouraging voters to vote via absentee ballot. He explained how the absentee ballots are counted.

I. Selectman Gonyer per RSA 31:95-b moved to accept and expend unanticipated funds to the Food Pantry from James Marino in the amount of \$100.00. Seconded by Selectman Melvin with a unanimous vote.

III. Announcements

Secretary Morin announced that State Senator Tom Sherman will be attending the Board's October 6, 2020 meeting to bring them up to date on the 2020 legislation.

Selectman Gonyer announced that the NHMA is holding their annual meeting in person and she would like to have the Board's permission to attend and act as the voting delegate for the Town. The Board agreed to her request. She asked that the Board review the legislative policies that will be presented and if they have any comments to bring them to the September 15, 2020 Board of Selectmen's meeting.

IV. Other Business

A. Manifests

Selectman Gonyer moved to sign vendor manifest dated September 1, 2020 in the amount of \$1,195,226.99 of which \$1,138,819.00 goes towards the September Sanborn Regional School District payment. Seconded by Selectman Melvin with a unanimous vote.

Selectman Gonyer moved to sign vendor manifest Highway Construction Revolving Fund in the amount of \$51,722.30 dated September 1, 2020. Seconded by Selectman Melvin with a unanimous vote.

Selectman Gonyer moved to sign vendor manifest New Fire/Rescue Station dated September 1, 2020 in the amount of \$1,053.72. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign payroll manifest pay period August 16-29, 2020 with a pay date of September 3, 2020. Seconded by Selectman Melvin with a unanimous vote.

B. Town Hall – continuation

Chairman Burrill reiterated that the Board voted to allow the Boards, Commission, Committee to meet in the main hall but does not mean they must meet in person.

Selectman Gonyer asked if the Conservation Commission can have access to pass through the Planning Board Administrator office. Town Administrator Wrigley will have a code for the Secretary of the Conservation Commission so that she may access the documents in the back room. She will also ensure that every Selectmen has access to all the doors.

V. Approval of Minutes

Selectman Gonyer moved to accept the non-public and public meeting minutes dated August 18, 2020 as written. Seconded by Selectman Melvin with a unanimous vote.

Selectman Gonyer moved to accept the public meeting minutes dated August 25, 2020 as written. Seconded Selectman Melvin with a unanimous vote.

Chairman Burrill reminded everyone that on September 8, 2020 will be voting at the Police Station in the garage. Secretary Morin will reach out to the Election Officials for information to post on the Town's website.

Signage will be posted on the Town Hall doors and the outside bulletin board directing people to 8 Merrimac Road to vote.

Selectman Gonyer moved to go into non-public session at 8:45pm under RSA 91-A: 3 II (I) – Legal Advice. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to close the non-public session at 9:00pm. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to go into non-public session at 9:00pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to close the non-public session at 9:03pm. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to go into nonpublic under A:3 II (c) – Negotiation at 09:00pm. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to close the non-public session at 9:20pm. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

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

Selectman Gonyer reminded all Department Heads, Boards, Commission and Committees that they are legally required to provide information in a timely manner to any Right to Know requests.

VI. Adjourn

Selectman Gonyer moved to adjourn at 9:21pm. Seconded by Selectman Melvin with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary