



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, September 15, 2020
TIME: 6:00PM
ZOOM CONFERENCE CALL
PUBLIC MEETING MINUTES**

I. Call to Order

Chairman Burrill called the meeting to order at 6:03pm. In attendance were Selectmen, Matthew A. Burrill; Chairman, Lawrence B. Foote; Vice-Chairman, 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 videotaped. 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. Selectmen Lisa L. Gonyer and Kathryn Michaels were excused this evening.

Nonpublic Session under RSA 91-A:3 II (c) – Reputation

Chairman Burrill moved to go into non-public session at 6:03pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Chairman Burrill moved to close the non-public session at 6:15pm. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Chairman Burrill moved to go into non-public session at 6:15pm under RSA 91-A:3 II (a) – Compensation. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Selectman Foote moved to close the non-public session at 6:23pm. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

II. Scheduled Business

A. Town wide yard sale

Chairman Burrill stated the Recreation Commission would like the Board's permission to hold a Town wide yard sale.

Chairman Burrill moved to authorize the Recreation Commission to hold a Town wide yard sale on October 10, 2020. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

B. Procedural corrections from September 1, 2020

Secretary Morin explained that the Board mistakenly went into a nonpublic session on September 1, 2020. She read the following minutes from the nonpublic session minutes:

The Board reviewed the proposal from Suburban Propane for oil and propane for the 2020-2021 heating season. Selectman Gonyer stated that the service provided by Suburban Propane has been good.

Selectman Foote asked why we do not go out to bid. Selectman Gonyer stated that the contract was for 1 year and to see if the Town was happy with them. The policy states that the Board can enter a 1-year contract with the same vendor up to 3 times. After the third contract the Board needs to go out to bid.

Selectman Gonyer moved to accept the 1-year fixed price for 6000 gallons of #2 heating oil at \$2.05 per gallon and for 4500 gallons of propane at \$1.47 per gallon from September 1, 2020 through May 31, 2021. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

Chairman Burrill reviewed the Memorandum of Understanding (MOU) for a School Resource Officer (SRO) between the Town, Chief of Police, and Sanborn Regional School District. He stated that the MOU is not a contract but an understanding between the parties that they will work on a contract.

Chairman Burrill and Selectman Gonyer stated that Selectman Melvin because he is on both the Board of Selectmen and School Board Committee, he should recuse himself from one of the Boards while the Town negotiates with the School for an SRO. Selectman Melvin stated that he will do what is best for both the Town and the School District.

Selectman Melvin stated that the SRO salary should be paid by the School District.

Chairman Burrill stated that the Town will hire the SRO and the officer would be a part of the Town's Police force. When not working for the School the Officer would be available to work in the Town.

Chairman Burrill will work with Chief Jewett and Superintendent Ambrose on the MOU. He will then work on a contract to provide to Town Counsel for review.

Chairman Burrill stated that the Board should have gone into nonpublic under reputation.

C. Police Details

Chairman Burrill explained that due to the number of elections in 2020 the line item budget for the police detail has been nearly expended. There is still the general election in November that will need a police detail. Town Administrator Wrigley recommends that needed funds come from within the Police Department 2020 budget. However, adjustments can be made toward the end of the year if necessary. The Board reviewed the 2020 Police Department budget. As of September 10, 2020, there is \$164.00 remaining in the Town Police Detail Part-time and \$20.00 for Town Police Detail Full-time Officers.

Chairman Burrill stated that the Board should review this line item each year to ensure that enough funding is available to cover the police details for elections.

The Board discussed the number of officers that are needed and where the funds will come from to cover the police detail for the November 3, 2020 election. No decision was made. The Board will wait until the end of the year to decide where the funds will come from.

III. Other Business

A. Manifests

Chairman Burrill moved to sign vendor manifest dated September 15, 2020 in the amount of \$59,520.81. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Chairman Burrill moved to sign Cable Revolving Fund vendor manifest dated September 15, 2020 in the amount of \$4,656.00. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Melvin – aye.

Chairman Burrill moved to Highway Construction Revolving Fund vendor manifest dated September 15, 2020 in the amount of \$40,436.32.00. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Chairman Burrill moved to Police Special Details Revolving Fund vendor manifest dated September 15, 2020 in the amount of \$807.47.00. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Chairman Burrill moved to sign payroll manifest pay period August 20 – September 15, 2020 with a pay date of September 15, 2020. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Melvin – aye.

B. Veteran's Tax Credit

Chairman Burrill moved to sign Veteran Tax Credit for tax map 7-7-3 for tax year 2021. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

IV. Announcements

Chairman Burrill announced that Marianne Pelletier has resigned as an Alternate Library Trustee. The Board wishes to thank Mrs. Pelletier for her service.

V. Approval of Minutes

Selectman Foote moved to accept the non-public and public meeting minutes dated September 1, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Selectman Foote moved to accept the public meeting minutes dated September 8, 2020 as written. Seconded for discussion by Selectman Melvin.

Chairman Burrill explained the procedure the Board followed to appoint 2 Pro Tem Selectmen to cover for Selectmen Michaels and Burrill was not correct. The Board does not appoint a Pro Tem Selectman. Although not done correctly, there was appropriate coverage for the election. Chairman Burrill recommends striking the votes taken on September 8, 2020 and to amend the minutes to reflect that Town Moderator Dezmelyk appointed Mrs. Trisha McCarthy as Pro Tem Selectman for Selectman Michaels and that Selectman Burrill appointed Mr. Robert R. Donovan Jr. as his Pro Tem Selectman.

The motion passed with the recommended amendment to the September 8, 2020 minutes. Burrill – aye, Foote – aye, Melvin – aye.

Chairman Burrill thanked all the people that worked to make for a smooth election process.

VI. Scheduled Business -- Continued

D. Appointment to Transportation Advisory Council

Chairman Burrill explained that a member of the Planning Board expressed interest in being appointed to the Rockingham County Transportation Advisory Council. He asked the Board if they would like to appoint this person or to see if other people might be interested in the position. Selectman Foote stated that this appointment was brought up at a Planning Board meeting and no other member expressed interest in the position. He suggested that the Board wait on deciding until the Planning Board Chairman verifies that no other member is interested in the appointment.

E. Secretary Morin announced that the request for reimbursement of \$2,002.04 has been submitted to the State under the State Election Grant.

F. Fogger to disinfect

Selectman Foote reviewed the options for fogging machines that can be used to disinfect buildings. Using this method, the buildings would need to be disinfected on a weekly basis rather than daily. There are several options available and he will forward the information to the Board. There is a possibility that the cost could be covered under the GOFERR grant. Chairman Burrill stated that the Town has spent over \$2000.00 disinfecting the buildings and purchasing one of these units would save the Town money in the long run.

Chairman Burrill asked to have Custodian Romanoski review the information to see if it is something, he would feel comfortable using.

Town Administrator Wrigley asked if there are any health hazards. Selectman Foote stated that a N95 mask should be worn during the application.

Chairman Burrill recessed the meeting at 6:58pm.

Chairman Burrill called the public portion of the meeting back to order at 7:39pm.

As Chairman of the Board of Selectmen for the Town of Newton NH, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe or listen contemporaneously to this meeting which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are: Utilizing Zoom Conference Call for this electronic meeting.

All members of the Board have the ability to communicate during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646 876 9923. Meeting ID number is 9040457732. Or using the link provided here: <https://us02web.zoom.us/j/9040457732>

We previously gave the notice to the public of the necessary information for accessing the meeting, including how to access the conference call via phone.

If anyone has a problem, please email BOSSecretary@newtonnh.net. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Selectman Foote moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) and (c) 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 Chairman Burrill. Burrill – aye, Foote – aye, Melvin – aye.

G. EOC – COVID-19 update

Mrs. Trisha McCarthy addressed the Board and provided updates from the State held meetings she attended concerning COVID-19. The military is still providing support to the call centers. Most of the social media chatter was about college campus parties and vaccines. There is a shortage of disposal gloves and N95 masks which should continue until the end of the month. There is a lot of talk about schools re-opening and closing after a short time.

Mrs. McCarthy stated that the reports she is relaying to the public come from the Homeland Security site.

Newton's EOC has received a GOFERR approval for reimbursement in the amount of \$28,156.13 which includes the stipend benefit proportion the Town paid in the amount of \$2396.50. Another stipend reimbursement in the amount of \$46,400.00 was paid to the Town. Another GOFERR grant application was submitted in the amount of \$25,244.69 on September 11, 2020.

Mrs. McCarthy thanked Bookkeeper Kim Hughes for submitting the State Election Grant which will reimburse the Town for the cost of the extra absentee ballots that were sent out.

Chairman Burrill expressed thanks on behalf of the Board to all those that worked on applying for the grants.

H. Halloween / Treats for Troops

Chairman Burrill asked Mrs. McCarthy if there are any guidelines from the State on trick or treat. Mrs. McCarthy will ask at the next meeting with the State and report back.

Chairman Burrill stated that if people practice social distancing and wear masks that trick or treat should be safe. Pre-packaged treats and not homemade should be handed out.

Selectmen Foote and Melvin agreed that trick or treat should be safe with the proper guidelines.

Chairman Burrill stated that the Recreation Commission is not recommending holding the trunk or treat event this year.

I. Butler Building – 8C Merrimac Road

Chairman Burrill asked if the shields that were used to protect the check in staff can be used elsewhere. Town Moderator Dezmelyk stated that would be fine.

Chairman Burrill congratulated the election staff on a great job.

Town Moderator Dezmelyk expressed his gratitude to the Police Department and Mrs. McCarthy for their dedication at the State Primary Election.

Town Moderator Dezmelyk reviewed how the September 8, 2020 election process worked. There was one issue with the ballot counting machines related to overheating. The vendor was able to supply 2 machines that were used to count the ballots.

Town Moderator Dezmelyk recommends that the garage known as the Butler Building be used for the General Election on November 3, 2020 as the polling place. The building will need to be cleaned out, lighting improved and possibly the heating system upgraded. Should the Board decide to move forward with the recommendation, the work would need to be started as soon as possible to be ready for November 3, 2020.

Town Administrator Wrigley stated that she reached out to the Building Inspector to inspect the building and is waiting for his report.

Selectman Foote asked if the building is ADA compliant. Town Moderator Dezmelyk stated that it is and that the polling place does not need to supply a full set of resources such as an office. He stated that any safety issues would most likely be less than if the polling place were at the Town Hall.

Chairman Burrill asked if Town Moderator Dezmelyk would put together a budget to bring before the Board. Town Moderator Dezmelyk stated that he could spear head the project but will need someone like Mr. Mike Pivero to assist him. Mr. Pivero is a contractor and knows whom to call for the work needed. Chairman Burrill stated that he will contact Mr. Pivero for his assistance with getting the building ready for the election. He will then inform Town Moderator Dezmelyk of Mr. Pivero's decision.

Mrs. McCarthy stated that so far, the GOFERR grants have not been allotting funds for elections.

Chairman Burrill stated that the amount of money needed to rent a tent for one day would be better used to fix up the Butler Building.

Mrs. McCarthy stated that the major concern for the Town Clerk was the lack of lighting in the garage bays.

Town Moderator Dezmelyk is recommending that the Town purchase 2 cameras, monitors, and HDMI cable for the check-in station. He is willing to make the brackets to hold the cameras. Mrs. McCarthy stated that the equipment might be covered under GOFERR, but she would need the invoice before October 15, 2020.

J. Treats for Troops

Secretary Morin will see if there is another option to participate other than collecting candy due to the pandemic.

K. Holding public meetings in Town Hall RE: Planning Board requirements

Chairman Burrill stated that the Board is allowing other Boards, Committees and Commissions to use the Town Hall for their meetings. He reiterated that the Governor's Executive Order is still in place and that it is not mandatory to meet in person.

Planning Board Chairman Roger Hamel asked what the requirements are to hold a meeting should the Planning Board decide to hold in person meetings.

Mrs. McCarthy stated that the guidelines were discussed in a previous meeting. Masks cannot be made mandatory if the person has a health issue. Mrs. McCarthy will put the requirements into a document to be distributed to all the Boards, Committees, and Commissions.

L. Appointment to Transportation Advisory Council – continue

Chairman Burrill stated that Newton does not have a representative to the Transportation Advisory Council and that the Board of Selectmen has the right to appoint someone. Mr. Hamel stated that this item is on the Planning Board agenda for September 22, 2020. He will supply any names of members that are interested in being appointed to the Board.

M. Landscaping Bids

Town Administrator Wrigley opened two sealed bids. The first bid opened was from D&J Landscaping, LLC. out of Plaistow, NH. The second bid opened was from Granite Coast Landscaping out of Epping, NH.

Secretary Morin will compare the bids and send the results to the Board for their review.

N. Proposed Department Operation Reviews

Chairman Burrill proposed that Department Heads present to the Board progress reports for their department. An example of items the Board would want to see in the report is the state of their budget, staffing issues, news that they want to share with the Town or other subject matter the Department Head feels the Town should know about.

Selectman Foote stated that the monthly email reports should still be required and that once a quarter the Department Head do a presentation in front of the Board.

The Board discussed a date for the first presentation and which department will be presenting. The Board agreed that the Fire, Police, Transfer Station and Highway Departments will be required to present a progress report once a quarter.

It was decided that the first date would be October 20, 2020. The Board will have 2 Departments provide a presentation on October 20, 2020. Chairman Burrill will send out the template and a schedule to the other members of the Board for their review. If there are no objections the template and schedule will be sent to the Department Heads. Chairman Burrill will handle any questions the Department Heads have about the progress reports.

VII. Adjourn

Selectman Foote moved to adjourn at 8:37pm. Seconded by Selectman Melvin with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary