



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, OCTOBER 6, 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 joined the meeting via phone.

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

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

**Selectman Gonyer moved to close the non-public session at 7:03pm. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

Chairman Burrill called the public portion of the meeting back to order at 7:05pm.

**II. Scheduled Business**

**A. Per RSA 658:1 General Election Warrant**

Chairman Burrill read the warrant informing the residents of the Town of Newton to bring their votes to 8C Merrimac Road on November 3, 2020.

**Selectman Gonyer moved to sign the General Election Warrant for 2020. Seconded by Selectman Michaels for discussion.**

Mrs. McCarthy stated the correct address is 8D Merrimac Road.

**The motion passed with a unanimous roll call vote.**

**B. Senator Tom Sherman**

Senator Sherman addressed the Board and provided an update on the last legislative session held at the State level. The legislative body provided unrestricted grants for local municipalities.

They gave back \$138,000,000.00 in public education aid in addition to the usual State aid to cities and towns. He held several conference calls with local officials.

He reviewed the process the legislative body followed to conduct State business and what was accomplished. Bills that passed protected children and women, allowing telemedicine calls and a cap on certain medications such as EpiPen's and insulin.

He worked with the State Employment Security Office to ensure constituents received unemployment benefits that they were eligible for. He helped small businesses connect with the State to get funding that was available to them.

He served on the Secretary of State Select Committee on Elections where he worked on an amendment to partially process absentee ballots and ensure that polling places had the needed PPE's.

The legislative body put into place the lowest level PFAS contaminant level in the country and made available funds for municipalities to use for decontamination projects.

He is on the committee that is looking into distributing a vaccine for COVID-19 when it becomes available.

Senator Sherman stated that if anyone has questions to send an email to him.

Selectman Gonyer stated that in her experience with Senator Sherman he has always responded in a timely manner.

#### **C. Fire/Rescue Station – Sprinkler system update**

Construction Manager (CM) Pivero addressed the Board. CM Pivero informed the Board that in order to complete the sprinkler, the current system needs to be taken offline. This will allow for the connection of the new pump and to the existing pumps. He is not sure how long the system will be offline. The fire alarm system will still be active.

**Selectman Gonyer moved to authorize the shutting off of the sprinkler system at the Fire /Rescue Station so that the new system can be connected. Selectman Michaels seconded with a unanimous vote.**

#### **D. Library – Fire Escape**

Secretary Morin asked Mr. Pivero if he had a chance to review the inspection report the Town received concerning the fire escape at the Library. Mr. Pivero had not reviewed it but will stop by the library to see if this is something he can fix.

Town Administrator Wrigley stated that because of the instability of the fire escape, the second floor is not open to the public. The staff are the only ones allowed on the second floor.

#### **E. EOC – Update on COVID-19**

Mrs. McCarthy addressed the Board. She provided an update on the State conference calls that she attended. The State has been ranked in the top 5 of safest opening of schools. She provided the latest statistics for the entire State. The State is awaiting rapid test kits which will be distributed to municipalities. Cloth masks will be distributed to schools instead of disposable.

The State has provided guidelines for a safe trick or treat.

She reviewed the amount of funds received from the 2 GOFERR grants submitted. A third grant is under review. She reminded everyone to submit any invoices that they believe could be covered under COVID to her by October 15, 2020. They are now working on the FEMA grant to cover the 75% that the GOFERR grants did not cover.

A \$5,000.00 grant for a portable radio for the Emergency Operations Center will be submitted once the Board approves it. The town's total cost for the radio will be \$32.00.

The Emergency Operation Plan was submitted and the cost to the town was \$167.00 because of the soft match. She thanked all the people that reviewed it which lowered the town's cost.

EMD Foote has received PPE's for no cost.

They are working on grants for the election in November including the CTCL COVID-19 Response Grant. She recommends that the Board authorize the Chairman to sign any paperwork for the grant due to time constraints on submitting the application.

**Selectman Gonyer moved to authorize the Chairman to sign the CTCL COVID-19 Response Grant paperwork when available. Seconded by Selectman Melvin with a unanimous vote.**

#### **F. Review Town Hall Meeting Guidelines**

**Selectman Foote moved to accept the Town Hall Meeting Guidelines as written for all Boards that want to participate. Seconded by Selectman Melvin with a unanimous vote.**

#### **G. Election Officials meeting in Town Hall October 17, 2020**

The Board agreed that the Election Officials can hold the Voter Information Day on October 17, 2020.

#### **H. Trick or Treat**

Chairman Burrill announce that there will not be a Trunk or Treat this year.

Chairman Burrill read the proposed safety guidelines for Trick or Treat.

**Selectman Melvin moved to accept the safety guidelines as written for Trick or Treat. Seconded by Selectman Foote with a unanimous vote.**

The Board discussed the date and time for Trick or Treat. Mrs. McCarthy stated that the State is recommending that the time be the same as surrounding towns.

**Selectman Melvin moved to set the date for Trick or Treat to October 31, 2020 from 5:00pm to 7:30pm. Seconded by Selectman Foote. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye. Gonyer – nay.**

#### **I. Old Smokey Bear sign**

Secretary Morin stated that Forest Warden Ingalls would like to give the old Smokey the Bear sign to Ralph Estabrook. The sign needs to be removed from 35 South Main Street because the property is being sold.

Selectman Gonyer recalled that in a previous Selectmen's meeting they were informed that the sign could not be moved. Selectman Foote stated that it could be moved but not re-installed due to rot.

**Selectman Melvin moved to donate the sign to Ralph Estabrook. Seconded for discussion by Selectman Foote.**

Selectman Gonyer expressed concern that if someone gets hurt taking the sign down that is not a Town employee the Town would be held liable.

The motion passed: Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye. Gonyer – nay.

**Chairman Burrill moved to have a signed waiver of liability by anyone who works on Town property prior to any work being done. Seconded by Selectman Gonyer. The motion passed: Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

#### **J. Review Department Needs – Cable equipment**

Chairman Burrill explained that the Board asked the Cable Committee to investigate what is needed to be able to broadcast a Zoom meeting from the Town Hall while meeting in person. This would allow people to participate in meetings either in person or via Zoom.

Selectman Michaels stated that she reached out to the IT person for the city of Exeter on how they accomplished this. She was told that they spent around \$300 in equipment and used software as a work around. She reached out to another company who did not want to bid on the job.

Cable Station Manager Saucier addressed the Board. He spoke with Robert from Exeter about how they implemented the workaround. Exeter has different equipment than we do, and he was unsure if the hack would work with our equipment. He is recommending that we go with the quote from HB Communications which installed the equipment originally. The workaround used in Exeter had a digital bridge that was used to bridge the Zoom meeting and the broadcast.

Chairman Burrill stated that the funding to run the PEG Station comes from the Cable Revolving Fund which has over \$200,000.00.

Selectman Gonyer asked if the workaround would require each person to have a digital bridge. Mr. Saucier explained that the bridge would be used to connect the Zoom to the broadcast. He does not believe that the workaround would eliminate the feedback from the microphones used here. He stated that the new equipment would work for other types of streaming such as Facebook Live.

**Selectman Foote moved to authorize the Chairman to sign the quote from HB Communications in the amount \$9,930.00. Funds to come from the Cable Revolving Fund. Seconded by Selectman Gonyer with a unanimous vote.**

#### **K. Review Landscaping bids**

Secretary Morin reviewed the bids and stated that they were comparable. The lower bid came in at \$36,890.00. Which was \$6,190.00 less than the other bid.

Selectman Gonyer asked if the Town has used the lower bidder before. Secretary Morin stated that the Cemetery Trustees use them for to cut the grass at the cemeteries.

Selectman Foote asked why we were going out to bid now. Secretary Morin stated that the reason is to be able to budget for the ground maintenance.

The Board discussed the length of time the contract should be for. Selectmen Foote and Melvin would like to investigate hiring a person to do the ground maintenance and would like the contract to be for 1-year.

Chairman Burrill stated that having a single person responsible for ground maintenance is a single point of failure. Should that person become ill there is no one else to take over the job.

The Board discussed the length of the contract and if an escape clause is needed for a multi-year contract.

Selectman Melvin stated that he would need a year for him to gather the information to present to the Board for hiring a person to maintain the grounds.

**Selectman Gonyer moved to accept the bid from D&J Landscaping provided the contract has an escape clause. Seconded for discussion by Selectman Foote.**

Selectman Foote would like to ensure the contract has an escape clause. He would like to have the contract for one year so that Selectman Melvin can have time to investigate hiring a person.

**The motion passed: Burrill – aye, Gonyer – aye, Michaels – aye. Foote – nay, Melvin – nay.**

#### **L. EMPG Grant**

Selectman Foote explained that the grant is for a portable radio that will be used by the EOC. The total cost to the Town is \$32.00.

**Selectman Gonyer moved to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$5,000.00 to purchase a radio for the Town's Emergency Operations Center. Furthermore, the Board acknowledges that the total cost of this project will be \$10,000.00, in which the Town will be responsible for a 50% match (\$5,000.00). Seconded by Selectman Melvin: Burrill –aye, Gonyer – aye, Foote – aye, Melvin – aye. Michaels – abstain.**

#### **M. November 3<sup>rd</sup> -- General Election Selectmen's schedule**

The Board reviewed which Selectmen will be available for the General Election on November 3, 2020. Each Selectmen will appoint a Pro Tem if needed on the day of the election.

Chairman Burrill from 8:00am – 5:00pm

Selectman Gonyer and Selectman Melvin from 8:00am – 8:00pm

Selectman Foote from 8:00am – 4:00pm

Selectman Michaels from 1:00pm – 8:00pm

#### **N. November 2<sup>nd</sup> – Proposed Selectmen's meeting and 2021 Budget submission schedule**

The Board agreed to meet on November 2, 2020.

Town Administrator Wrigley asked the Board if they are looking to have Departments reduce their budget. Chairman Burrill would like to see a spending average for each budget. The Board will implement a spending freeze in November if needed. Selectman Gonyer stated that the spending freeze is there to prevent spending money that is left in the budget.

The Board approved the 2021 budget submission schedule.

**O. Intent to Cut – 36 Thornell Road**

**Selectman Gonyer moved to sign the Intent to Cut for 36 Thornell Road. Seconded by Selectman Foote with a unanimous vote.**

**P. Intent to Cut – 19 Maple Ave**

**Selectman Gonyer moved to sign the Intent to Cut for 19 Maple Ave. Seconded by Selectman Foote.**

Mrs. McCarthy addressed the Board concerning that the intent to cut at 19 Maple Ave. The Conservation Commission was not notified about the owner cutting on a scenic road. And the intent to cut was pulled after the logging was done. Town Administrator Wrigley stated that the State has issued warnings to the logger about not filing the intent to cut. Chairman Burrill stated that the contractor should have known the better.

**The motion passed. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

**III. Other Business**

**A. Manifests**

Selectman Gonyer announced that the Board signed vendor manifest dated September 29, 2020 in the amount of \$1,187,998.26 of which \$1,138,819.00 goes towards the October Sanborn Regional School District payment.

**Selectman Gonyer moved to sign the Warranty Deed for 35 South Main Street. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Gonyer moved to sign vendor manifest dated October 6, 2020 in the amount of \$26,089.19. Seconded by Selectman Michaels with a unanimous vote.**

**Selectman Gonyer moved to sign Police Detail Revolving Fund manifest dated October 6, 2020 in the amount of \$17,832.47. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Gonyer moved to sign Emergency Management Revolving Fund manifest dated October 6, 2020 in the amount of \$1,808.51. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Gonyer moved to sign Cable Revolving Fund manifest dated October 6, 2020 in the amount of \$4,703.00. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Gonyer moved to sign Inspection Fee Revolving Fund manifest dated October 6, 2020 in the amount of \$10,158.70. Seconded by Selectman Foote with a unanimous vote.**

Selectman Gonyer announced that the Board signed payroll manifest for pay period September 13-26, 2020 with a pay date of October 1, 2020.

**B. Requisitions**

**Selectman Gonyer moved to sign requisition #2491 in the amount of \$2,030 to scrub and apply 4-5 coats of wax on 2000sq of VCT tile at the Fire Station. Selectman Foote for discussion.**

Selectman Foote asked if this had come up in previous meetings. Selectman Gonyer stated that previously, the Board voted to have the floors washed and buffed twice a month at the Fire and Police Station. This requisition is to remove the old wax and put 4 – 5 coats of new wax on it.

**The motion passed with unanimous vote.**

**Selectman Gonyer moved to sign requisition #2492 in the amount of \$2,344.87 for a VHF radio for the Fire Department. Seconded by Selectman Melvin for discussion.**

Selectman Melvin explained the radio will replace a 15 year old radio.

**The motion passed with a unanimous vote.**

**C. Appointments**

**Selectman Gonyer moved to appoint Patricia Masterson to the Cable Committee for a 2-year term to expire on April 30, 2022. Seconded by Selectman Foote with a unanimous vote.**

**IV. Announcements**

Chairman Burrill announced that the Recreation Committee will be sponsoring a Town wide yard sale on Saturday, October 10, 2020. For details see the Town's website.

**V. Approval of Minutes**

**Selectman Gonyer moved to accept the non-public dated September 15, 2020 as written. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Gonyer public meeting minutes dated September 15, 2020 as written. Seconded by Selectman Foote for discussion.**

Selectman Melvin stated the minutes were not correct but did not offer any further comment.

**The motion passed. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

**Selectman Gonyer moved to accept the public hearing minutes dated September 15, 2020 as written. Seconded by Selectman Foote. The motion passed. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

**Selectman Gonyer moved to accept the non-public and public dated September 22, 2020 as written. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Gonyer moved to accept the non-public and public dated September 25, 2020 as written. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Gonyer moved to accept the non-public and public dated September 28, 2020 as written. Seconded by Selectman Melvin with a unanimous vote.**

No minutes were unsealed.

**Selectman Gonyer moved to go into non-public session at 8:53pm under RSA 91-A: 3 II (c) -- Reputation. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to close the non-public session at 9:47pm. Seconded by Selectman Melvin with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

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

VI. Adjourn

**Selectman Gonyer moved to adjourn at 9:47pm.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary