



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN**

**DATE: TUESDAY, JUNE 1, 2021**

**TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD and  
ZOOM CONFERENCE CALL**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Foote called the meeting to order at 6:00pm. In attendance were Selectmen, Lawrence B. Foote; Chairman, Charles R. Melvin Sr.; Vice-Chairman, Kathryn Michaels, Matthew A. Burrill, Edvin Crnolic, 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 the non-public session minutes were transcribed and typed by Secretary Morin. Utilizing Zoom Conference Call was Selectmen Michaels and Crnolic.

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

**Selectman Burrill 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: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

Selectman Crnolic joined the meeting in person at 6:50pm.

**Selectman Burrill moved to close the non-public session at 6:56pm. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Burrill moved to go into non-public session at 6:56pm under RSA 91-A:3 II (a) – Dismissal. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Burrill moved to close the non-public session at 6:58pm. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Burrill moved to go into non-public session at 6:58pm under RSA 91-A:3 II (a) – Compensation. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Burrill moved to close the non-public session at 7:00pm. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

Chairman Foote recessed the public meeting at 7:00pm to open the FEMA Public Hearing.

Chairman Foote called the public meeting back to order at 7:06pm.

II. Scheduled Business

**A. Update Town Hall hours**

Secretary Morin stated that the hours for Thursdays the Board voted on at their May 18, 2021, meeting might cause confusion. The Town Clerk/Tax Collector's office opens at 10:00am on Thursday. If the hours are 9:00am -- 6:00pm for the Selectmen's Office and Town Administrator, the public will assume that the Town Clerk/Tax Collector's Office is open as well. She is recommending office hours for the Town Administrator and Selectmen's Office be the same as the Town Clerk/Tax Collector which is Thursday from 10:00am to 6:00pm. Town Administrator Wrigley and Secretary Morin will work their normal 10 hour 4 days a week schedule.

**Selectman Burrill moved to set the office hours for Thursdays for the Town Administrator and Selectmen's Office to be open from 10:00am to 6:00pm. Seconded by Selectman Crnolic with a unanimous vote.**

**B. Police Officer – request to move banked hours to PTO**

Chairman Foote explained that the new Police Officer was in training and was not able to use the PTO he had accumulated.

**Selectman Crnolic moved to allow the employee to move his banked 71 hours to PTO. Seconded by Selectman Melvin with a unanimous vote.**

**C. Gale Library roof – Ad for sealed bid**

Secretary Morin stated that the Gale Library needs a new roof which will require sealed bids due to the cost. Selectman Burrill recommends placing the request on the Town's website and bulletin board. Secretary Morin stated that she will place the ad in the local newspaper as well.

**Selectman Melvin moved to request sealed bids to replace the Gale Library roof. Seconded by Selectman Crnolic with a unanimous vote.**

**D. 2021 – 2022 RFP for fuel**

Chairman Foote reviewed the request for proposal for heating oil and propane for 2021-2022.

Selectman Michaels asked if the same vendors that provided quotes could be contacted. Secretary Morin stated that it is her understanding that vendors should not be contacted unless no bids are received. Selectman Burrill stated that his understanding is that there are specific methods that need to be followed when requesting sealed bids. He does not see placing in an ad in the local paper will get many bidders.

**Chairman Foote moved to request sealed bids for oil and propane for the 2021-2022 heating season. Seconded by Selectman Crnolic with a unanimous vote.**

Chairman Foote recessed the public meeting at 7:15pm to open the Impact Fees Public Hearing.

**Selectman Burrill moved to re-open the public meeting at 7:26pm. Seconded by Selectman Melvin with a unanimous vote.**

**E. EOC update**

Deputy Emergency Director McCarthy addressed the Board. She informed them that there are no active cases within the Sanborn Regional School District. There still are people recovering from COVID-19.

She reviewed the latest mask guidelines from NH CDC for people who are fully vaccinated. It is still up to the Board of Selectmen to determine the guidelines for the Town. The Newton EOC will send guidelines to department heads. The Newton EOC has scaled back operations but are still available to assist residents. The EOC helped a few residents with scheduling vaccinations.

She read the following email received NHMA: Since March of last year, public bodies have been authorized to conduct virtual meetings under the governor's Emergency Order #12. This authority has been continued as the governor has renewed the state of emergency every three weeks.

As the state continues to reopen, the state of emergency will likely end soon, and with it the authority to meet without a physical location. The governor's most recent order, issued on May 28, extended the state of emergency for only two weeks, until June 11, and it is uncertain whether it will be extended again. If it is not, the authority to hold entirely virtual meetings will expire on June 11, 2021.

There is pending legislation that would put the virtual meeting option into statute, but its fate is uncertain, and even if it passes, it will not take effect until July or later. Therefore, we strongly advise all local public bodies that meetings on or after June 12 should be held in person, with public access at the physical location of the meeting. If the state of emergency is not extended on June 11, any meeting held after that time without public access at a physical location will be in violation of the Right-to-Know Law. If you have already posted notice of a meeting without a physical location, you will need to repost the notice indicating the date, time, and place of the meeting. Given the circumstances, where a meeting notice required newspaper publication or verified mail notice, such as land use boards, municipalities should pay the cost of renotification.

We will provide an update when we have further information. Please contact NHMA or your municipality's attorney if you have any questions.

Selectman Michaels asked if the public will be able to join a meeting virtually. Mrs. McCarthy stated that is still being discussed at the State level. A physical place such as the Town Hall will need to be provided so the public can attend. Virtual attendance may be allowed but those utilizing this method may not be able to vote. Selectman Burrill stated that if the State reverts back to pre-pandemic statutes than as long as there is a quorum at the physical location a member can participate remotely. Mrs. McCarthy stated that is still under discussion at the State level.

Selectman Michaels asked how many people can be in the main hall at one time. Mrs. McCarthy stated that the Selectmen could chose to revert to 49 people being allowed in at one time.

**F. Chairman Foote moved per RSA31:95-b to accept and expend unanticipated funds for the Food Panty from Charlotte E. Sentner in the amount of \$30.00 and from James A. Marino in the amount of \$50.00 with thanks and gratitude. Seconded by Selectman Melvin with a unanimous vote.**

**G. Selectman Burrill moved to accept Doug Drury resignation with thanks effective May 5, 2021. Seconded by Selectman Melvin with a unanimous vote.**

III. Other Business

**A. Manifest**

**Selectman Crnolic moved to sign vendor manifest dated June 1, 2021, in the amount of \$67,355.94. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Crnolic moved to sign Cable Revolving Fund vendor manifest dated June 1, 2021, in the amount of \$2,267.89. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Crnolic moved to sign New Fire/Rescue Station vendor manifest dated June 1, 2021, in the amount of \$78.80. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Crnolic moved to sign payroll manifest pay period May 9-22, 2021, with a pay date of May 27, 2021. Seconded by Selectman Melvin with a unanimous vote.**

IV. Approval of Minutes

**Selectman Crnolic moved to accept the non-public and public meeting minutes dated May 18, 2021, as written. Seconded by Selectman Michaels with a unanimous vote.**

V. Announcement

Selectman Burrill thanked all those who participated in the Town's Memorial Day Parade and Ceremony.

**Selectman Burrill moved to go into non-public session at 7:36pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Burrill moved to close the non-public session at 8:30pm. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Burrill 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 Selectman Crnolic with a unanimous vote.**

VI. Adjourn

**Selectman Melvin moved to adjourn at 8:32pm. Seconded by Selectman Michaels with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary