



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

DATE: TUESDAY, JANUARY 4, 2022

TIME: 6:00PM

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

PUBLIC MEETING MINUTES

Zoom Conference phone number 929-205-6099

Meeting ID 818 7979 5674

<https://us02web.zoom.us/j/81879795674>

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, Edwin 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 a portion of the non-public session minutes were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by Town Administrator Wrigley.

Selectman Kathryn Michaels joined the meeting via Zoom. As per RSA 91-A:2, III: where attendance in person is not "reasonably practical" Selectman Kate Michaels is participating via zoom due to a health issue. Selectman Michaels stated that there were no other persons in the room with her.

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

Selectman Melvin moved to go into non-public session at 6:01pm under RSA 91-A: 3 II (a) – Compensation. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Chairman Foote moved to close the non-public session at 6:21pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Chairman Foote moved to go into non-public session at 6:21pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill moved to close the non-public session at 6:37pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

II. Scheduled Business

A. Seal non-public minutes

Selectman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a), (b), 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 except to provide information to the Bookkeeper for processing payroll. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Selectman Michaels rejoined the meeting at 7:00pm.

B. EOC Update

Emergency Management Deputy Director (EMDD) Trisha McCarthy addressed the Board. The EOC has spent the last few weeks doing contact tracing due to a COVID outbreak at the Town Hall.

The CDC has changed the guidelines but has not updated their website. There is a lot of conflicting information out there and caution should be used. The CDC current guidelines for asymptomatic people who test positive should isolate for 5 days and wear a mask for another 5 days. Transmission of the virus can take place 1-2 days prior to the onset of symptoms and another 2-3 days after the symptoms.

The virus is viable on porous surfaces for up to 24 hours. For hard surfaces, the virus maybe viable for up to 72 hours. She warned about sharing office space and equipment.

She reported that the Town has had 49 cases of COVID within the last 14 days. There are still 21 active cases. The total number of deaths in Town due to COVID is less than 5. She stressed that contact tracing is being done for employees only. The EOC will not reach out to residents that have the virus. The EOC will do it's best to contact those who may have been exposed to the virus. She stated that all information is kept confidential.

The Town Hall was cleaned and sanitized while the building was closed to the public due to a COVID outbreak. The invoice has not been received yet. Chairman Foote asked who authorized the cleaning. EMDD McCarthy stated that it was an emergency and that she did. Chairman Foote stated that there is a double standard being used when it comes to expending American Relief Plan Act (ARPA) funds. He stated that if he needs to expend ARPA funds, the Board needs to approve it prior. EMDD McCarthy stated that is something that will need to be addressed. She agreed it should go before the Board but because it was an emergency is it was needed. Selectman Burrill stated that this occurrence was a reasonable thing to do because of the COVID outbreak at the Town Hall.

EMDD McCarthy stated that another Vaccine clinic will be held on January 16, 2022, at the Fire Station. Once the clinic is over, the station will need to be cleaned and disinfected. She does not have an estimate on the cost for this service but will reach out to the vendor prior to the clinic. She does not expect to have an estimate before the Board's next meeting. The cost to sanitize the Fire Station after the clinic should be less than the Town Hall as that included a though cleaning as well as sanitizing.

Selectman Crnolic moved to hire Trauma Services to clean and disinfect the Fire Station after the January 16, 2022, vaccine clinic not to exceed \$1,000.00. The funds to come from the ARPA funds. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill explained that the ARPA funds are available for COVID related items such as cleaning and disinfecting town buildings. A portion of these funds has already been received from the Federal and State and are available to be used.

EMDD McCarthy stated that in order to control the traffic for the clinic, the EOC borrowed traffic cones and barrels. She reviewed the process that will be followed for the clinic. There will be 240 shots available. She stated that the EOC will be looking to purchase cones and barrels from the State so they will not have to borrow them. The funds would come from the ARPA funds.

The CDC is recommending air filters for office spaces in town buildings. Her research revealed that HEPA filters do not kill the viruses. The filter that does kill the viruses is called a molecule system. She did find a company that does have this type of filter and because this is a specialized product she would like to know if the Board still wants to go out to bid. Based on the square footage, she calculated that 16 units would be needed for the town buildings. She estimated the cost would be \$8,316.00. She reiterated that number of units were based on her square footage calculation. The company that she is looking at would do a site visit to calculate the actual square footage and recommend the correct product for each space.

She did not include the Fire or Police Stations as those may be able to use a system that is connected directly to the heating system. This option would cost less than individual units.

Chairman Foote asked if the company could take care of the two stations. EMDD McCarthy will check with the company.

The Board discussed whether to go out to bid or move forward with the company. The Board asked EMDD McCarthy to invite the company representative to the Board's January 17, 2022, meeting for 6:00pm.

Selectman Melvin asked EMDD McCarthy if there were any people trying to access the Town Hall while the building was being cleaned. She responded yes, both employees and residents. One resident was upset that the building was closed and voiced his displeasure. She informed him that he had the option to go to Plaistow to register his vehicle.

Selectman Burrill moved to issue the following:

In reaction to the recent Covid-19 surge and out of an abundance of caution the board of Selectmen are implementing the following restrictions until further notice:

Face coverings are required for anyone in publicly accessible areas of Town Buildings unless you have a medical condition preventing you from wearing one.

Whenever possible residents and employees are asked to attend public meetings via zoom or telephone rather than in person.

Town employees and elected officials should limit their presence to their assigned work areas and not enter other town buildings unless there is an essential business reason for entering. Telephone and/or email should be used to contact employees in other town buildings. We appreciate your cooperation as we address this current situation. The motion passed and will take effect January 5, 2022.

Seconded by Selectman Crnolic. Foote – aye, Michaels – aye, Burrill – aye, Crnolic – aye. , Melvin – nay.

The Board discussed the next meeting and whether it could be a Zoom only meeting. Because there is no declared state of emergency, there needs to be a quorum present in a physical location so the public can attend. The Board encourages the public to utilize Zoom instead of attending in person.

C. Motion to move funds – Emergency Operating Fund

Selectman Crnolic moved to deposit \$55,958.40 into the Emergency Operations Center Capital Reserve Fund. These monies were granted from FEMA for the Town's message board use for COVID-19 related purposes during 3/14/21 – 9/30/21. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

D. Finalize Default and Proposed 2022 Budget

Secretary Morin explained that this is to review what the Board will present to the public at the January 17, 2022, public hearing.

The difference between the 2021 budget and 2022 proposed budget is 8.31%. The differential between the 2022 proposed budget and default budget is .063% with a difference of \$2,522.00.

Selectman Burrill stated that the increase to the budget is due to salary and general goods increases. He stated that the difference between the Town's proposed and default 2022 budget will probably be lower than the differences between the school's proposed and default budgets.

Selectman Melvin reviewed the Police Department budget and asked if the proposed budget does not pass why would the default budget be more than the 2021. Town Administrator Wrigley explained that there are contractual agreements and salary increases that need to be in the default budget. He asked why the SRO was not included at the end of the budget spreadsheet. She explained those items are warrant articles and the SRO was not a warrant article.

Selectman Michaels asked if the discussion was choosing the 2022 proposed budget versus the default budget. Selectman Burrill stated that is correct.

Selectman Burrill moved to present the proposed 2022 budget as drafted. Seconded by Selectman Crnolic. Foote – aye, Michaels – aye, Burrill – aye, Crnolic – aye. Melvin – nay.

E. Review proposed warrant articles

The Board reviewed the proposed 2022 warrant articles. There are the normal warrant articles for social services and moving funds from the unassigned fund balance.

Town Administrator Wrigley asked the Board to review article 5 which would move \$57,200 from the sale of the old fire station from the unassigned fund balance to the Town Building Capital Reserve Fund. Chairman Foote asked how much was left from the \$300,000 that was placed in the fund. Town Administrator Wrigley stated that the Trustees of the Trust Fund have not reported the yearend balance.

Selectman Burrill suggested adding \$10,000 to the \$57,200. They discussed this and decided to increase the amount to \$157,000 and to remove the wording about the funds are from the sale of the old fire station. This will allow the Board to use the funds for all town buildings.

Chairman Foote asked what article 16 was for. Town Administrator Wrigley stated that was for the Transfer Station to sift the burn pile before placing it in the compost pile.

Town Administrator Wrigley asked Selectman Burrill if the sponsor of the Skateboard Park warrant article has reached out to the Recreation Commission. Selectman Burrill stated he had not. She asked if the Board would like to sponsor the article instead of a petition warrant article. The Board agreed to sponsor the warrant article. Selectman Crnolic will reach out to the sponsor to see how much funds should be in the article.

F. Town Clerk/Tax Collector fireproof file cabinet

Secretary Morin informed the Board that the fireproof file cabinet for the Town Clerk/Tax Collector's office needs to be funded. The amount needed is \$3482.00. The options are to add to the budget or from a fund.

Selectman Burrill moved to pursue using funds from the Town Building Capital Reserve Fund to purchase a fireproof file cabinet for the Town Clerk/Tax Collector's office in the amount of \$3,482.00. If not allowed the amount will be added to the 2022 Election, Registration and Vital Records budget. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

G. Facility Maintenance job description

Chairman Foote recommends listing the buildings. He expressed concern about the electrical requirements as that might require a licensed electrician. Selectman Crnolic stated he intended that to be someone who could change light bulbs.

Selectman Crnolic asked the opinion of the Board on whether to include landscaping and who should this person report too. The Board agreed to remove the landscaping and to have the person report to the Town Administrator.

Selectman Burrill would like to see this posted as soon as possible. The number of hours would be 30 hours per week.

Secretary Morin asked if the person would be responsible for picking up trash at all the town buildings. The Board will take that up when a person is hired.

Secretary Morin asked if the person would be using a Town owned vehicle. The Board stated that the person will need to provide their own vehicle.

Selectman Burrill moved to post the position with an hourly rate of \$17- \$20 per hour depending on experience. Hours to not exceed 30 hours per week. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill asked the Board to consider hiring a cleaning company on a temporary basis until the position is filled.

Selectman Burrill moved to have Secretary Morin request quotes from cleaning companies for the Town Hall, Police Station and Gale Library. Seconded by Crnolic for discussion.

Selectman Melvin asked if snow shoveling by the highway foreman could be included in the motion. This would be for the Town Hall and Library. Selectman Burrill will work on this but would like to keep it the motion as is.

The motion passed. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

H. Bids for Safety Complex water quality

Only 1 bid was received from Epping Water. Chairman Foote asked if the Police Station would be included. Secretary Morin stated that it was included.

Secretary Morin asked the Board if they are looking to have the water drinkable. Or just soften the water. And if a point of use would be acceptable.

Mr. Robert Marchand addressed the Board. He stated the questions being asked will help the company determine the best solution. He stated that the cost of chemicals used for water treatment are rising.

The Board asked to have a representative from the Fire and Police Department as well as a representative from the company to explain the process.

I. Review draft modification for groundwater management zone

Secretary Morin stated that this needs to be approved so the company can file the application on behalf of the Town.

Selectman Crnolic moved to approve the draft version of the groundwater management zone application. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

J. Fire Warden invoice

Selectman Crnolic moved to sign the Fire Warden invoice for permits issued by Fire Wardens from January 1 to December 31, 2021, in the amount of \$286.00. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

K. Personnel Policy – Update for holiday pay for some part-time employees -- Tabled

L. Per RSA 31:95-b accept and expend unanticipated funds to the Food Pantry

Selectman Melvin moved per RSA 31:95-b accept and expend unanticipated funds to the Food Pantry in the amount of \$75.00 from the Gale Library Trustees on behalf of Terry Caswell.

Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

M. Per RSA 31:95-b accept and expend unanticipated funds to the Food Pantry

Selectman Melvin moved per RSA 31:95-b accept and expend unanticipated funds to the Food Pantry in the amount of \$40.00 from Donna Hajjar, \$300.00 from an anonymous donor, \$30.00 from Charlotte Senter, \$100.00 from Lea and Lawrence Zurek, and \$500.00 from Estabrook Garage. **Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

N. Per RSA 31:95-b accept and expend unanticipated funds to the Food Pantry

Chairman Foote stated that the Boy Scouts cannot accept the extra money received for the Eagle Scout project done at the beach.

Selectman Melvin moved per RSA 31:95-b accept and expend unanticipated funds to the Food Pantry in the amount of \$331.27 from the Boy Scouts of America Troop 91. **Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

O. Sign Certificate of Yield Tax Assessed and Timber Tax Yield

Selectman Crnolic moved to sign certificate of yield tax assessment for tax map 9-3-4 with a value of \$166.88. **Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

Selectman Crnolic moved to sign timber yield tax for tax map 9-3-4 in the amount of \$166.88 to be paid by February 3, 2022. **Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

P. Review residential voucher list for Transfer Station

Selectman Melvin reviewed the changes to the voucher. He recommended the change to exclude non-passenger vehicle tires and limit the number of passenger tires to 4 per voucher. He explained that the voucher was being used to dispose of large tires, such as, tractor tires at a cost of \$75-\$85 per tire.

Town Administrator Wrigley stated another change is that the voucher will no longer require a temporary tag should the resident want to use a different vehicle. If this is the case, the resident will need to provide a valid driver's license to use the voucher.

Chairman Foote moved to approve the modification to the voucher as described above. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill stated that the list of property owners in Town excludes businesses. Town Administrator Wrigley stated that the Board needs to approve the list of residents that will be receiving a voucher.

Selectman Burrill moved to approve the 2022 voucher list as presented. Seconded by Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

III. Other Business

A. Additional fund from the State

Selectman Melvin informed the Board that the Town will be receiving an additional \$114,691.33 from the Meals and Room Tax. Town Administrator Wrigley stated that the Town has already received the funds.

Selectman Melvin asked the Board to approve the Fire Department donating unused equipment to a Fire Station in Kentucky.

Selectman Crnolic moved to donate some unused fire equipment to a fire station in Kentucky. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

B. Manifest

Selectman Burrill moved to sign vendor manifest dated January 4, 2022, in the amount of \$884,570.62 of which \$731,037.00 goes towards the January Sanborn Regional School District payment. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated January 4, 2022, in the amount of \$10,394.82. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Melvin moved to sign payroll manifest pay period December 19, 2021 – January 1, 2022, with a pay date of January 6, 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Chairman Foote announced the following Board manifest approvals for December 28, 2021. The vendor manifest in the amount of \$11,170.41. The Ambulance Revolving Fund vendor manifest in the amount of \$33,033.64. The Cable Revolving Fund vendor manifest in the amount of \$1,210.92.

Chairman Foote announced the following Board manifest approvals for December 21, 2021. The vendor manifest in the amount of \$550,534.76 of which \$374,313.00 went towards the December Sanborn Regional School payment. The Emergency Management vendor manifest in the amount of \$5,310.00. The Inspector Fee vendor manifest in the amount of \$10,295.97. The Police Special Details vendor manifest in the amount of \$17,493.52.

IV. Approval of Minutes

A. Selectmen's non-public and public meeting minutes dated December 7, 2021

Chairman Foote moved to accept the non-public and public meeting minutes dated December 7, 2021, as written. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

V. Adjourn

Chairman Foote adjourned the meeting at 8:27pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary