



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, FEBRUARY 15, 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, 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 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 (b) – Hiring Public Employee, (I) – Legal Advice, (c) – Reputation**

**Chairman Foote moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Chairman Foote moved to close the non-public session at 6:14pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Selectman Burrill moved to go into non-public session at 6:14pm under RSA 91-A: 3 II (I) – Legal Advice. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

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

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

Selectman Edvin Crnolic joined the meeting at 6:30pm.

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

Selectman Crnolic left the meeting 6:58pm. He was excused for the remainder of the meeting.

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 (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 except to provide the necessary information to the Bookkeeper. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Selectman Burrill moved to seal the February 9, 2022, non-public session minutes under RSA 91-A: 3 II (c) -- Reputation 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 Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**B. Senator Tom Sherman to address the Board**

Senator Sherman spoke about the upcoming re-districting vote in the State Senate. He stated that if the bill passes, he will no longer be representing the Town. Senator Bill Gannon would be representing the Town.

Selectman Burrill asked Senator Sherman if there were any solutions to postponing town elections due to inclement weather. Senator Sherman stated that legislation was passed in 2019 that describes the process that needs to be followed to postpone town elections.

Secretary Morin asked Senator Sherman the status of Senate Bill 344 which would allow remote meetings provided a physical site was available to the public. Senator Sherman stated that there were 2 bills in the Senate. One bill will not be moving forward. The second bill, if it passes, would allow remote meetings under specific conditions.

Senator Sherman informed the Board that the Drinking Water Ground Water Trust Fund Commission is working on providing funding to assist well owners with purchasing a filtration system to remove contaminants. The Commission voted to approve funding to help offset the cost to well owners to install a filtration system. The Department of Environmental Services will run the program.

**C. Road Agent – Request from Memorial School for sand and salt**

Road Agent Mike Pivero addressed the Board. He informed the Board that the school administration reached out to him because they have been having trouble getting salt to cover the Newton campus. Previously Kingston allowed the school district to access their salt shed. The school district would like to use the town's salt shed to store their salt. The school district would pay for the materials. Road Agent Pivero stated that he would need to load their salt truck because the school district does not have the proper equipment. He would charge them only if he was not already onsite.

**Selectman Burrill moved to support the Road Agent agreement with the school district to store salt in the salt shed located at 2 Dugway Road. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**D. EOC update**

**a. ARPA – Town Clerk/Tax Collector wireless credit card readers**

Chairman Foote reminded department heads that pre-approval to utilize funds from ARPA is required before purchasing any equipment that might be covered by the funds. If not approved the funds would need to be in the department's budget.

**Selectman Burrill moved to pay the invoice from Interware Development in the amount of \$1,100.00 for wireless credit card readers. Funds to come from the American Rescue Plan Act Fund. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**E. Extend cleaning services for town buildings**

Secretary Morin explained that the agreement to clean the town buildings has expired. Selectman Melvin read the email from Mr. Irving Riley asking for a long term commitment so that he could invest in equipment and supplies. The Board discussed how long they should commitment to Mr. Riley. It was decided to offer Mr. Riley a commitment up to September 1, 2022.

Selectman Michaels asked if Mr. Riley's fee is equivalent to hiring a part-time employee? Secretary Morin did a quick calculation using 4 hours per building at \$20 per hour which is less than what Mr. Riley is being paid which is \$400 weekly to clean the town buildings. She stated that paying an employee is only part of the problem. The position of the Facility Maintenance Technician has yet to be filled and at this time there are no candidates for the position. Without Mr. Riley's service, the town buildings would not be cleaned properly.

**Selectman Michaels moved to extend the agreement that is currently in place with Mr. Irving Riley until September 1, 2022, at which time the Board will review the agreement. Seconded by Selectman Burrill. Foote – aye, Michaels – aye, Burrill – aye. Selectman Melvin abstained because Mr. Riley is a relative of his.**

**F. Snow removal from entrances at Town Hall, Police Station and Library**

Secretary Morin informed the Board that she met with a vendor that Selectman Burrill had pointed her to. She met with the representatives and did a site walk of the Town Hall, Library, and Police Station showing him the areas that would need to be shoveled out after a snowstorm. She reported that the vendor is not able to provide this service due to lack of employees. The representative suggested that if the town would like to pursue a snow shoveling service, they should consider budgeting \$5,000.00 to cover the cost for next year.

Selectman Burrill stated that we are taking it storm by storm and not having a person to shovel could be a cause to close the Town Hall due to lack of safe access.

Selectman Melvin asked if Selectman Burrill asked the Highway Department to shovel. Selectman Burrill stated that he spoke with the Road Agent and the only town employee that works for the department is busy plowing the town roads. He does not have the manpower to take the employee off of snow plowing to shovel.

Selectman Michaels will send Secretary Morin a couple landscaping companies that might be able to provide the service.

Secretary Morin reminded the Board that last year she received a quote from a property management company to provide the service and the Board rejected the quote of \$3,500 as being too expensive. She stated that the labor force is very tight, and it is becoming increasingly difficult to find someone to do this type of work.

At this time no solution was found. Should there be a snowstorm, the Town Hall might have to be closed until the entrances and exits are cleared of snow.

**G. Review mask mandate for town buildings**

Secretary Morin stated that she spoke with the staff at the Town Hall, and they are comfortable not requiring masks be worn to enter the building. Should there be several people in the building at one time, the staff will use their best judgment to wear a mask or not.

Chairman Foote stated that many other towns and cities are no longer requiring masks be worn.

**Selectman Melvin moved to lift the mask mandate for all town buildings and transfer station. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**H. Review quotes to resolve water quality issues at Safety Complex**

Selectman Michaels reviewed the quotes received from Advanced Radeon and Water Treatment and from Epping Well and Pump.

**Selectman Michaels moved to accept the quote from Advanced Radeon and Water Treatment to install a water treatment system at the Fire and Police Stations in the amount of \$13,675.00. Funds to come from the Engineering & Renovation – 8 Merrimac Road Capital Reserve Fund. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**I. Review update to Personnel Policy**

Secretary Morin read the proposed amendment to the Personnel Policy. The amendment for part-time employees that work less than 25 hours a week reads as follows:

If a normal working day should fall on a federal holiday that precludes one from working, then the employee may arrange to make up the lost hours within that pay period. The Department Head will make every reasonable effort to accommodate the employee's efforts to make up for the lost hours.

**Selectman Michaels moved to accept as written the amended Personnel Policy. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**J. Review update to Purchase Policy**

Secretary Morin stated that the proposed additional wording for the emergency purchase/services section is updated to help department heads gain approval from the Board when time is of the essence. The update will allow the Town Administrator or Board Secretary to poll the Board via email to see if they would object to the request. She read the following proposed amendment.

If the request is time sensitive, the requisition, with attached quote/estimate and a memo from department head explaining the emergency request for approval, shall be emailed to the Town Administrator or Board Secretary, who in turn will forward to the Board. The Board shall be polled via email for a decision. If a majority of the Board approves, the Town Administrator or Board Secretary will notify the department head of the authorization to proceed with the requested purchase/service. The requisition must still be signed by the Board of Selectmen at their next meeting.

The Board asked if the funds that are being requested are not in the department's budget, what is the process. Secretary Morin stated that it should be made clear to the Board where the funds are to come from. The Board would still need to approve the request at their next meeting

**Selectman Melvin moved to accept as written the amended Purchase Policy. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**K. Review 2022 Voters Guide**

The Board had no comments or issues with the 2022 Voters Guide. Secretary Morin will post the guide on the Town's website.

**III. Other Business**

**A. Manifest**

**Selectman Melvin moved to sign vendor manifest dated February 15, 2022, in the amount of \$123,881.58. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated February 15, 2022, in the amount of \$11,669.40. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Selectman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated February 15, 2022, in the amount of \$1,647.44. Seconded by Selectman Foote. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Selectman Melvin moved to sign payroll manifest pay period January 30 – February 12, 2022, with a pay date of February 17, 2022. Total payroll is \$72,868.62 which includes \$796.14 ARPA administrative costs. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**B. Appointments**

**Selectman Melvin moved to sign appointment for Robert Watson as a Deputy Forest Fire Warden per recommendation from Fire Chief John Alcainho. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Selectman Melvin moved to sign appointment for Patricia Masterson as a member of the Cable Committee for a 3-year term per recommendation from the Cable Committee. Term to expire April 2025. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**Selectman Melvin moved to sign appointment for Sarah Woodman as a member of the Cable Committee for a 3-year term per recommendation from the Cable Committee. Term to expire April 2025. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

Selectman Burrill reminded the members that a quorum is needed for the March 8, 2022, Town Elections being held at the Fire/Rescue Station located at 8 Merrimac Road. Selectman Burrill will be available from 8:00am to 6:00pm. Selectman Burrill stated that a Selectman can appoint a Pro-Tem Selectman to act on their behalf for the election. The other Selectmen will check their schedule.

**IV. Approval of Minutes**

**Selectmen's non-public and public meeting minutes dated February 1 and 9, 2022**

**Selectman Melvin moved to accept the non-public and public meeting minutes dated February 1 and 9, 2022 as written. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**V. Announcements**

Secretary Morin announced that the Cable Committee will be hosting a Meet the Candidates Night on Thursday, February 17, 2022, beginning at 6:00pm in the Town Hall.

**VI. Adjourn**

**Chairman Foote moved to adjourn at 8:00pm. Seconded by Selectman Michaels.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary