



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, SEPTEMBER 20, 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 Burrill called the meeting to order at 6:00pm. In attendance were Selectmen Matthew A. Burrill, Chairman, Robert Marchand Jr, Vice-Chairman, Charles R. Melvin Sr., Michael Connolly, Mark Andrews, Town Administrator and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was videotaped; the non-public session minutes and the public meeting minutes were transcribed and typed by Secretary Morin.

Selectman Lawrence Foote was not present.

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

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 6:00pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:30pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (a) – Compensation at 6:30pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:50pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 6:50pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:50pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Chairman Burrill called the public meeting back into session at 7:18pm.

II. Scheduled Business

A. Seal non-public minutes

Selectman Marchand 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 except to provide the Bookkeeper with the necessary information for payroll. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye Connolly – aye.

B. Promotions – Police Officers

The Board presented the following Officers with a framed certificate, a badge for their hats, and a pen. They thanked them for their service to the Town.

Lieutenant John Mascaro, Sergeant Ryan Geary, Sergeant Christopher Maguire, and Detective/Sergeant Aaron Mounsey

C. Open Sealed bids for sale of Town Property – Tax Map 12-1-1

Chairman Burrill opened the one sealed bid received. The bid was received from Mr. Ryan Norman. The Board will meet in non-public after the public portion of tonight's meeting to discuss the offer.

Mrs. Diane Heer asked if the bid contains the proposed easement and lot line adjustment. Chairman Burrill stated that the Board needs to review the proposal.

Mrs. McCarthy, Secretary to the Conservation Commission, addressed the Board and stated that they have not heard from the engineer about the amount of the trees that were going to be clear cut.

D. Building Department – Thursday office hours change request

Building Inspector Donovan addressed the Board via Zoom. He stated that since December he has had only 3 people come in after 6:00pm. He has more people waiting for him when he arrives. Changing the hours will bring the department in line with the other departments at the Town Hall.

Selectman Marchand moved to change the Building Department's Thursday's hours of operation. The building department will now be opened from 4:00pm to 6:00pm to be in line with the Town Hall hours of operation. Seconded by Selectman Melvin with a unanimous vote.

E. ARPA/EOC update

Acting EMD (AEMD) McCarthy addressed the Board. She reminded everyone that the public are invited to attend the ARPA committee meetings held on Mondays at the Fire Station beginning at 1:00pm.

Some of the members of the committee visited one of the security camera vendor's site for a demonstration. The company, Axis Communications, located in Chelmsford, showed the members some of the features their cameras have.

The committee will be visiting another security camera company on October 7th and will brief the Board on their findings at future meeting.

AEMD McCarthy stated that the committee has a quote for 10 portable filters for the Town Hall and Library. The committee decided to wait on presenting the quote because they would like to do more research.

They are waiting for a written estimate for a digital antenna for the Police Station. They estimate the cost to be around \$37,000.00.

They are researching the possibility of extending the parking lot 20' into conservation land at Greenie Park.

The solar company they have been working with has required more information which the committee has provided. They have contacted a company that does solar towers for details on that product. She noted that the solar company mentioned that the library electrical usage is very high. She will contact the library to see why that building is using so much electricity.

She stated that Police Chief Jewett is looking into getting an estimate for portable lighting. The committee received the engineering quote for the Transfer Station septic system, and she will send it to the Secretary Morin. She stated that the quote is very detailed. The initial cost is \$1,750.00 for the engineering.

She stated that through a State bid process, they received a quote for new dump truck from Liberty Chevrolet in the amount of \$75,682.61. Selectman Melvin stated that the 2022 vehicle is new with a 5-year warranty and a 9' foot plow. He is recommending paying for the vehicle using ARPA funds. He stated that the Town currently pays to rent a similar vehicle \$50 per hour. He estimated that the yearly cost for the rental is \$100,000.00. The vehicle would be assigned to the Highway Department. He believes that over the 5-year warranty the Town would save \$400,000.00. He stated that action to purchase the vehicle is needed as the price will be going up.

Chairman Burrill asked where Selectman Melvin got the data on the possible savings to the town. Selectman Melvin reiterated his numbers.

Chairman Burrill asked what the Road Agent's opinion is. Selectman Melvin stated that he has not presented his proposal to him.

Town Clerk/Tax Collector (TC/TC) MaryJo McCullough asked how this would qualify under ARPA? Selectman Melvin stated that he spoke with Executive Councilor Janet Stevens who told him it is doable.

TC/TC McCullough asked when did this deal become available. Selectman Melvin stated around the 6th. TC/TC McCullough recommends that Road Agent be consulted prior to purchasing.

She then asked who will maintain the vehicle? Selectman Melvin stated the dealer for the next 5-years. She went on to ask what if the problem with the vehicle is not covered under warranty, who will pay for it? She stated that it needs to be in a department's budget. She stated that there are more needed items that ARPA funds could be used for.

Selectman Connolly stated that insurance cost needs to be considered.

AEMD McCarthy stated that the US Treasury guidelines for usage of the funds allows for the Town to utilize the funds under a broader category. This is due to the way the reports to the US Treasury were filed. The US Treasury recommends starting with COVID related items.

She reminded the public that COVID is still with us. There was a slight increase in vaccinations within the Town.

a. Transfer Station – generator quotes

Secretary Morin asked AEMD McCarthy what brand the Generator Superstore is proposing? AEMD McCarthy will find out and report back to the Board.

b. Transfer Station – well quote

Secretary Morin asked if the ARPA committee is recommending the well will provide portable water. AEMD McCarthy stated that the water will not be used for drinking. She explained that there are different options as far as the size of the well pump. She will ask Comac Well and Pump for their recommendations on the size of the pump.

c. Planning/ZBA – plotter printer quotes

AEMD McCarthy asked which department will be using it and which department will be responsible for purchasing supplies. She stated that as the Conservation Commission Secretary she is hoping to use the new printer to scan in documents they have.

Bookkeeper Kim Hughes addressed the Board and stated that in most instances the department/s that are using the device will cover the cost for supplies and maintenance in their budget. She asked if there is a maintenance agreement.

AEMD McCarthy stated that she will ask the vendor if the printer can be coded for each department.

Selectman Connolly asked if the funds to pay for the supplies would come from the escrow account? Bookkeeper Hughes stated it would depend on what the usage of the escrow account was setup for. She reminded the Board that 2023 proposed budgets are due October 4 for the Planning Board and Zoning Board of Adjustment. Should they be the responsible for the supplies and maintenance, they will need to budget for those expenses.

Mr. Joe Simone addressed the Board and stated that the cost for supplies is minimal, and the town should be able to cover it. Chairman Burrill stated that he does not believe we have all the information to sign off on the requisition.

Mr. Simone stated that this printer will be available to all departments for scanning documents that need to be retained.

Chairman Burrill stated that concept wise the Board is looking to move forward. They are looking for all the information before approving.

d. AED's – quote

Fire Chief Alcainho stated that the fire department was assigned to get quotes to replace the expired AEDs. He recommends that the department that receives the unit, be responsible for replacing the pads every 2-years and the battery every 7-years.

Selectman Marchand moved to sign requisition ARPA 2022-011 in the amount of \$51,009.75 for the purchase of 25 Automated Electronic Defibrillators and accessories to replace the expired ones. Funds to come from the ARPA Fund. Seconded by Selectman Melvin with a unanimous vote.

AEMD McCarthy asked if she needed to have a separate requisition for the batteries for the Stryker Power Stretcher. Bookkeeper Hughes stated that it was included in the manifest as part of the stretcher.

F. Storage location for donated antique fire truck

Chief Alcainho recommends that the Fire Department be responsible for the 1941 antique fire truck.

Selectman Marchand moved to assign the donated antique fire truck to the Fire Department. The Fire Department will be responsible for the maintenance, repairs, storage, and scheduling of events where appropriate. All expenses to come from the Fire Department budget. Seconded by Selectman Melvin with a unanimous vote.

G. Bookkeeper Memo – Domestic Partner Health Insurance

Chairman Burrill read the memo from Bookkeeper/ Payroll Administrator Hughes about offering domestic partners medical and dental insurance.

Selectman Marchand moved to elect the Domestic Partner Coverage Rider for the Town's medical and dental plans effective immediately. There is no additional cost for this coverage. Seconded by Selectman Melvin with a unanimous vote.

H. Notice of Intent to cut – tax map 10-10-8-1, North Main Street

Selectman Marchand moved to sign the intent to cut for tax map 10-10-8-1 located on North Main Street. Seconded by Selectman Connolly for discussion.

Mrs. McCarthy asked that to have the full address on the future agendas.

Mr. Siavash Mahalati addressed the Board and explained that he is the owner of the property at 65 North Main Street. There are no wetlands that will be impacted by the intent to cut.

The motion passed with a unanimous vote.

I. Update – Town Hall septic system replacement

Secretary Morin informed the Board that the Town has approval from DES to replace the septic system at the Town Hall. She stated that she reached out to 5 different companies for quotes and received 2. The difference between them is about \$70.

Selectman Marchand moved to authorize the Chairman to sign the quote from Gibbs Construction in the amount of \$19,890.00 to replace the septic system at the Town Hall. Funds to come from the Town Buildings Fund. Seconded by Selectman Connolly with a unanimous vote.

J. Per RSA 31:95-b Donation to Food Pantry

Selectman Marchand moved per RSA31:95-b to accept and expend unanticipated funds for the Food Pantry from the Kingston Gideon Lodge No. 84 in the amount of \$300.00 with thanks and gratitude. Seconded by Selectman Melvin with a unanimous vote.

III. Other Business

A. Open litigation

Mr. Simone read the following statement. "In the interest of transparency and to keep the electorate informed of Town issues, would the Board share with us without violating any confidentiality the number of open litigations, date served and any update and plans to close."

Chairman Burrill believes that the number is zero. Town Administrator Andrews will confirm with Town Counsel if there are any litigations still ongoing.

B. Utilizing Town Counsel

Selectman Marchand stated that all department heads and staff should inform any employee that has engaged an attorney for any matter related to the Town, that they speak to Town Counsel through their attorney.

C. Bookkeeper – Budget

Bookkeeper Hughes stated that at the August 16, 2022, Board of Selectmen meeting, the Board discussed the cable revolving fund and the decrease in franchise fee coming in from the Comcast Franchise Agreement. She is looking for clarification on what each department will need to budget for. She is recommending that departments now include internet, phone, and TV services in their budgets.

Selectman Connolly asked what the funds in the cable revolving fund will pay for. Bookkeeper Hughes stated that the managed services and computer leases are some of the items that will be paid from the fund.

Mr. Simone asked the current cost for internet, phone, and TV services. Bookkeeper Hughes stated that the Police Department is \$230, the Fire Department is \$430, the Transfer Station is \$155, and the Town Hall is \$322 per month.

Secretary Morin stated that the Police Department is looking to upgrade the phone system to VoIP and will double the monthly cost.

Department should place in their proposed budget the cost for internet, phone and TV services.

D. Announcements

Selectman Melvin announced that the Board of Selectmen signed the vendor dated September 6, 2022, in the amount of \$49,604.66 of which, \$1,600.00 goes towards cleaning and sanitizing town buildings and

\$3,572.00 goes towards security keypads for the fire department and EOC. Funds to come from the ARPA fund.

Selectman Melvin announced that the Board signed the payroll manifest dated September 12, 2022, for pay period August 28 – September 10, 2022, with a pay date of September 15, 2022, in the amount of \$58,499.59 of which \$844.03 goes towards ARPA administrative costs.

E. Manifest

Selectman Melvin moved to sign vendor manifest dated September 20, 2022, in the amount of \$1,299,976.70 of which \$1,225,661.00 goes towards the October Sanborn Regional School District payment, \$37.50 towards ARPA administrative costs, \$12.00 towards ARPA committee supplies and \$288.75 for materials to repair a dugout at Greenie Park. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated September 20, 2022, in the amount of \$4,509.00. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated September 20, 2022, in the amount of \$2,549.59. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Inspector Fee Revolving Fund vendor manifest dated September 20, 2022, in the amount of \$391.00. Seconded by Selectman Marchand with a unanimous vote.

IV. Approval of Minutes

Selectman Melvin moved to accept the non-public and public meeting minutes dated August 30, 2022, as written. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to accept the public meeting minutes dated September 12, 2022, as written. Seconded by Selectman Marchand with a unanimous vote.

V. Announcements

Chairman Burrill read a proclamation declaring September 25 – October 1, 2022, as Childhood Cancer Awareness Week.

Chairman Burrill read a proclamation declaring September 17-- 23, 2022 as Constitution Week.

Chairman Burrill thanked all the volunteers and especially the Recreation Commission for a successful Senior BBQ and Olde Home Day.

On October 22, 2022, the Recreation Commission will be holding a Trunk or Treat.

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 8:45pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the nonpublic session at 9:06pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

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

VI. Adjourn

Selectman Melvin moved to adjourn at 9:06pm. Seconded by Selectman Marchand.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary