



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, DECEMBER 6, 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, Michael Connolly, Mark Andrews, Town Administrator, and Selectmen's Secretary Diane M. Morin. The public meeting was videotaped, and the public meeting minutes were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by TA Andrews.

Selectman Lawrence Foote was not present.

Selectman Charles R. Melvin Sr. was not present due to illness.

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

**Selectman Marchand moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (a) -- Compensation. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

**Selectman Marchand moved to close the non-public session at 6:28pm. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

**Selectman Marchand moved to go into non-public session at 6:30pm under RSA 91-A: 3 II (b) – Hiring New Employee. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

**Selectman Marchand moved to close the non-public session at 6:34pm. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

**Selectman Marchand moved to go into non-public session at 6:35pm under RSA 91-A: 3 II (a) – (c). Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

**Selectman Marchand moved to close the non-public session at 7:03pm. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

**Selectman Marchand moved to go into non-public session at 7:03pm under RSA 91-A: 3 II (a) -- Compensation. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

**Selectman Marchand moved to close the non-public session at 7:12pm. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.**

II. Scheduled Business

**A. Seal non-public minutes**

**Selectman Connolly 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 the Bookkeeper/Payroll Administrator with the necessary information for payroll. Seconded by Selectman Marchand with a unanimous vote.**

**B. ARPA/EOC update**

Mr. Joseph Simone addressed the Board and provided the following update from the ARPA Committee.

ARPA meetings are open to the public and we encourage input and/or concerns. It never hurts to ask.

Twenty stipends at \$125.00 per person for a total of \$2,500.00 were approved by the Selectmen for working the primary and general elections.

Technology: Newton's IT contact person, Diane Morin, will come to the next ARPA meeting to discuss updates and recommendations.

EOC and Fire Department laptops: 4 laptops. Fire Chief and Acting EMD are requesting if the lease for the laptops hasn't been signed, to cancel the order. They feel that the lack of high usage does not warrant the new laptops. Secretary Morin reminded them that the laptops are not under warranty and should they break, they would not be replaced. The Board acknowledged this and agreed to cancel the order. Secretary Morin will reach out to the vendor to cancel the order.

Camera Security: The committee recommends that they create an RFP for the Town Buildings that should have security cameras. Acting EMD McCarthy will work on it and bring it back to the Selectmen for approval and/or edit.

Solar Company: They gave a presentation and are willing to come to Board meeting. At this time, there is not enough money in the ARPA account to move forward, however the Inflation Reduction Act (IRA) is assisting municipalities with solar installation but requires some upfront cash and then the balance can be financed. The committee will take this information under advisement at this time and explore options for the Town.

The committee discussed the community relations website and are requesting the Selectmen invite John Guilfoil to provide a presentation at a public meeting. Selectman Marchand stated that the presentation should be tailored to improving the website. He does not believe the Town needs the service of a public relations company. Once the ARAP funds stop paying for the service, it could be cost prohibitive for the Town. The Board agreed with Selectman Marchand. The Board would prefer to see a presentation for improving the websites. Mr. Simone stated that the current website is hard to navigate. He also asked who will maintain the website once Secretary Morin retires. Chairman Burrill stated that it is in the job description. Selectman Connolly stated that if ARPA funds could be used to update the websites, that would be the best option.

**EOC Repot:**

Acting EMD McCarthy has been working with Homeland Security on changes for the Seabrook Drills. Some new documents and procedures are needed. Training will start in January.

COVID has not gone away. There are 7 new cases in the last 14 days. 47.5% of our residents have been fully vaccinated.

**C. Snowplow rates for 2023**

Road Agent (RA) Mike Pivero addressed the Board and reviewed the proposed snowplowing rates. The rates will make the Town competitive with surrounding towns. The increase will help keep the current snowplow drivers.

RA Pivero stated that he is short on drivers and hopes that by increasing the price he can recruit new drivers.

Chairman Burrill stated that we are competing with Massachusetts towns that can offer a higher rate.

**Selectman Marchand moved to sign and accept the 2023 snowplow rate as proposed by Road Agent Mike Pivero in the 2023 Plowing Season Policy. Seconded for discussion by Selectman Connolly.**

Selectman Connolly asked for an explanation on the fuel inflation surcharge portion of the policy. RA Pivero stated that is to cover a fuel surcharge. Should the price of fuel exceeds \$4.29, then the policy would take effect.

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

**D. Intent to cut**

**a. Pond Street – Tax map 4-7-1**

RA Pivero addressed the Board and stated that the logging has already started at the site. He stated that most of the logging will be done in Kingston but the only means of egress is on Pond Street. He will be contacting the contractor to inform him that if there is any damage to Pond Street, that they would be responsible for the repair work.

**Selectman Marchand moved to sign intent to cut for tax map 4-7-1. Seconded by Selectman Connolly with a unanimous vote.**

**b. Gale Village Road (State Fish & Game) – Tax map 9-6-18**

RA Pivero stated that in 2021 he spoke with the State about the damage to the road that the logging trucks could do on Gale Village Road. He requested that a representative from the State Fish and Game, the contractor and himself walk the road prior to logging. A portion of Gale Village Road is in poor condition and cannot be made worse by the logging. He has requested that the State provide a road bond from the State in case the logging damages the road further. This will allow the town to restore the road to its current condition.

TA Andrews stated that a bond has been established. Secretary Morin stated that the bond is to cover the taxes on the timber that is taken. Should the contractor not pay the taxes, the bond would be used to cover it.

Chairman Burrill stated that the Board is not approving the intent to cut but rather a notice to the Town that they will be logging. The Town nor Board cannot stop them from logging.

TA Andrews and Assessor Christine Murdough will investigate the road bond for Gale Village Road.

**Selectman Marchand moved to sign intent to cut for tax map 9-6-18. Seconded by Selectman Connolly with a unanimous vote.**

**E. Town Tax Collector – Contract renewal – Yearly contract for property searches**

**Selectman Marchand moved to authorize the chairman to sign the 2023 contract with Sanders Searches for the Tax Collector's office. Seconded by Selectman Connolly with a unanimous vote.**

**F. Maintenance contract for AC units in Town Buildings**

Secretary Morin explained that a vendor offered to provide a quote for annual preventive maintenance for the air condensers and air handlers at the Town Hall, Police and Fire Stations. She stated that it would be used for budgetary purposes. She is not recommending the Board sign the contract because this is the only quote, she got. The proposed contract calls for preventive maintenance be done twice a year on each piece of equipment.

Chairman Burrill asked if preventive maintenance is done on any of these systems. Secretary Morin stated that no preventive maintenance is scheduled. Currently, when a system breaks, a vendor is called in to repair it.

**G. 2023 Proposed budgets**

**c. Executive**

TA Andrews reviewed the 2023 proposed Executive Budget. The proposed budget is less than the 2022 budget. The line item for the town report is lower because it will be done slightly different than previous years. This year the reports will be incorporated by the printing company.

TA Andrews stated that the training line was increased to cover training for at least 3 new employees and for the Board of Selectmen.

Chairman Burrill asked what salaries are covered under the salary line. TA Andrews stated the Town Administrator, Administrator Assistant to the Board and the members of the Board of Selectmen are covered under the executive budget.

Chairman Burrill suggested that the Board consider adding part-time staff who would be able to learn and step in when needed in different positions. Selectman Marchand stated that the part-time employee could cover for employees on vacation. TA Andrews stated that the person could be considered a "floater".

Selectman Connolly would like to see more transactions done online.

TA Andrews will investigate the cost for a part-time employee.

**Selectman Marchand moved to accept as proposed the 2023 Executive Budget for inclusion in the proposed 2023 Town operating budget. v Seconded by Selectman Connolly with a unanimous vote.**

**d. General Government Buildings**

TA Andrews reviewed the 2023 proposed General Government Buildings Budget (GGBB). He stated that the line items for electricity, heating oil and propane have been increased to cover the rise in prices. Another increase was to winter ground maintenance which covers snowplowing town property.

Secretary Morin reviewed the floor maintenance contract for the Police and Fire Stations. The cost has increased due to the rise of prices for products that are used. The vendor is recommending that the floors at the police and fire stations be stripped, and fresh wax applied once a year. The Board discussed adding the cost to the repair/maintenance line item and decided to add it to the proposed 2023 GGBB.

**Selectman Marchand moved to accept as proposed the 2023 General Government Buildings Budget with the addition of the floor maintenance for fire and police station for inclusion in the proposed 2023 Town operating budget. Seconded by Selectman Connolly with a unanimous vote.**

Chairman Burrill stated that the liaison will work with their respective department heads on the 2023 default budget. Secretary Morin stated that once all the departments have submitted their default budgets, she will work with TA Andrews and Bookkeeper Hughes to provide the Board with the default 2023 budget. She hopes to have it by the next meeting.

**H. Update – Town Hall server**

Secretary Morin stated that she is still working with the ARPA Committee on how to fund a portion of the server. She will be attending the next ARPA meeting to discuss with them.

**I. Timber Yield Tax Levy – Tax map 10-10-8-1 North Main Street**

Secretary Morin stated that this authorizes the tax collector to collect the taxes owed for the timber that was harvested.

**Selectman Marchand moved to authorize the tax collector to collect the timber yield tax levy in the amount of \$302.92 for tax map 10-10-8-1. Seconded by Selectman Connolly with a unanimous vote.**

**J. Per RSA 31:95-b Food Pantry Donations**

**Selectman Marchand moved per RSA 31:95-b to accept and expend unanticipated funds for the Food Pantry in the amount of \$1,848.00 from the Recreation Commission proceeds from Olde Home Day, \$100.00 from Lea and Laurence Zurek and \$50.00 from Kevin Hayden with thanks. Seconded by Selectman Connolly with a unanimous vote.**

**Selectman Marchand moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$500.00 in Market Basket gift cards for the Food Pantry from an anonymous donor with thanks. Seconded by Selectman Connolly with a unanimous vote.**

**K. Permit application – mosquito control**

Secretary Morin explained that Dragon Mosquito files the application for a permit on behalf of the Town.

**Selectman Marchand moved to authorize the chairman to sign the State permit application for mosquito/black fly pesticide control. Seconded by Selectman Connolly with a unanimous vote.**

**L. “Parking lot” for ideas**

Chairman Burrill stated that this would be a list of ideas or action items that need to be tracked. At the end of each meeting the Board will review the list to see what can be done and what should be removed. The list will be part of the minutes and agenda. An example would be an item that was discussed but could not be completed at the meeting.

Mr. Joseph Simone suggested that the Selectmen's goals be put on the list.

**III. Other Business**

**A. Division of Forest and Land**

Secretary Morin explained that the bill for burn permits issued by the permit writer and a deputy warden.

**Selectman Marchand moved to sign invoice for State Division of Forests and Land in the amount of \$366.00. Seconded by Selectman Connolly with a unanimous vote.**

**B. Cooperative Public Service Vehicle Bid**

Secretary Morin stated that Fire Chief Alcadinho informed her that he will not be joining the coop from Plymouth County, MA. The coop receives discounts to purchase vehicles. The membership is \$200.00 per year.

Mr. Simone stated that it helps to save money when purchasing vehicles. He recommends keeping the membership in case a vehicle is needed for the highway department.

TA Andrews stated that if the town needs to purchase a vehicle it would help to determine the cost savings the town would see if purchased on the open market. He will speak with Chief Alcadinho about this.

The Board would like this on the next agenda.

**C. Open session**

Mr. Joe Simone asked the Board what the plan was to fill the upcoming vacancies at the Town Hall. TA Andrews stated that the Board authorized him to engage the services of MRI for the accounting and payroll on a temporary basis. The training will begin on Tuesday, December 13. With the holidays upon us, it is difficult to find people willing to enter a new position.

A candidate for Secretary Morin's position has been identified and TA Andrews is negotiating with the candidate.

Mr. Simone thanked and appreciated the information.

Mr. Simone asked if the Selectmen would be willing to support a warrant article to form an exploratory committee comprised of interested residents, to explore the feasibility of building a new Town Hall complex to house town offices? He is not expecting any funds to be expended for this committee.

The Board would support the proposed warrant article. Mr. Simone will draft the warrant article.

Mr. Simone asked if there's money in the 2022 budget to cover the cost of MRI services. TA Andrews stated that there are still funds available in the budget to cover the cost.

Mrs. Trisha McCarthy stated that a new grant for boat launches is available. Even though the Town does not own the boat launch she will investigate to see if the town can apply for the grant.

She will work with town hall staff to draft a warrant article to move funds received for using the electronic message board to the Emergency Management budget.

She asked when warrant articles are due. January 10, 2023 is the last day to submit petitioned warrant articles.

Selectman Marchand requested that residents try to bring household trash to the transfer station on Thursday or Saturday Christmas week because the station will be closed on Sunday, December 25, 2022. This will help spread the amount of trash that will need to be disposed on the Tuesday after Christmas. The station will try to secure a couple of empty containers.

The Board discussed closing the station early on Saturday, December 24, 2022. Mr. Simone suggested they close at 2:00pm.

**Chairman Burrill moved to close the Transfer Station at 2pm on December 24 and 31, 2022 and to post on the Town website. Seconded by Selectman Marchand with a unanimous vote.**

Mr. Simone stated that the amount of trash that could not be disposed of properly after Thanksgiving was awful. He suggested a letter be sent to the hauler to be more attentive to the town. Selectman Marchand stated that somethings are not under the vendor's control. If the disposal site is not open, they are not able to get rid of the trash.

TA Andrews will reach out to the Transfer Station Manager and the vendor to see about securing a couple of empty containers.

**D. Manifest**

**Selectman Marchand moved to sign vendor manifest dated November 16, 2022, in the amount of \$10,458.16. Seconded by Selectman Connolly with a unanimous vote.**

**Selectman Marchand moved to sign Police Special Details Revolving Fund vendor manifest dated November 16, 2022, in the amount of \$1,618.49. Seconded by Selectman Connolly with a unanimous vote.**

Selectman Marchand moved to sign vendor manifest dated November 28, 2022, in the amount of \$99,544.33 of which \$7,242.00 comes from ARPA funds. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Cable Revolving Fund vendor manifest dated November 28, 2022, in the amount of \$4,509.00. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Inspector Fee Checking vendor manifest dated November 28, 2022, in the amount of \$85.00. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Uniformed Fire Watch FD vendor manifest dated November 28, 2022, in the amount of \$296.60. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign vendor manifest dated December 6, 2022, in the amount of \$1,508,438.52 which includes \$857,962.00 for the December Sanborn Regional School District payment and \$588,884.00 for the County Tax. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Cable Revolving Fund vendor manifest dated December 6, 2022, in the amount of \$6,309.67. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Inspector Fee Checking vendor manifest dated December 6, 2022, in the amount of \$110.00. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Highway Revolving Fund vendor manifest dated December 6, 2022, in the amount of \$1,270.00. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Recreation Revolving Fund vendor manifest dated December 6, 2022, in the amount of \$215.00. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign payroll manifest for pay period November 6 -- 19, 2022, with a pay date of November 23, 2022. Total payroll is \$84,398.12 which includes \$538.97 ARPA administrative costs, \$1,000 in stipends for Primary Election Workers and \$1,250 in stipends to the General Election Workers. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign payroll manifest for pay period November 20 – December 3, 2022, with a pay date of December 8, 2022. Total payroll is \$71,949.39 which includes \$274.05 ARPA Administrative costs, \$250.00 Primary & General Election worker stipends. Seconded by Selectman Connolly with a unanimous vote.

#### **E. Requisitions**

Selectman Marchand moved to sign requisition 1054FD for a VHF radio to be installed in the 2022 Tahoe, in the amount of \$4,599.00 and to encumber funds 2022 Fire Department Budget until such time the VHF radio is installed. Seconded by Selectman Connolly with a unanimous vote.

#### **IV. Approval of Minutes**

Selectman Marchand moved to accept the non-public and public meeting minutes dated November 15 and 30, 2022 as written. Seconded by Selectman Connolly with a unanimous vote.

#### **V. Announcements**

Chairman Burrill stated that there is one more scheduled Board of Selectmen meeting on December 20, 2022.

Mr. Joe Simone announced that the Toys for Tots campaign will be held at the Fire/Rescue Station on Saturday, December 10, 2022, from 10am to 2pm. There will be 2 Santa parades held on Sunday, December 11, 2022. The first one will be from 2pm to 5pm and the second from 6pm to 9pm.

VI. Adjourn

**Selectman Marchand moved to adjourn at 8:43pm. Seconded by Selectman Connolly.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary