



**Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 Option 5 Fax 382-9140**

www.newton-nh.gov

**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, DECEMBER 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 public meeting was videotaped. The non-public session minutes were transcribed and typed by Town Administrator Andrews. 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 (c) – Reputation, (a) – Compensation

Selectman Marchand moved to go into non-public session at 6:04pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:35pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into non-public session at 6:37pm under RSA 91-A: 3 II (a) – Compensation. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

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

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) & (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 Connolly with a unanimous vote.

B. New private road – 126A & 128 North Main Street

Secretary Morin stated that the 2 properties share a driveway that is in Town, but the houses are in East Kingston. The properties have an address in Newton and East Kingston. E-911 would like to have just

one address for each property. They recommended that the shared driveway be designated a private road with a name that is unique to both towns. Chief LePage from East Kingston reached out to the property owners and came up with a unique name for the new private road. They agreed on Goodwin Road. Neither towns will be responsible for maintenance or repairs to the new private road.

Selectman Marchand moved to sign a letter to the NH Division of Emergency Services and Communications stating that the Town does not have any objections to the new private driveway road name of Goodwin Road. Seconded by Selectman Melvin with a unanimous vote.

C. ARPA/EOC Update

Acting Emergency Management Director (AEMD) Trisha McCarthy addressed the Board. She stated that the ARPA workgroup has tabled the proposal for hiring a public relations company. The group met with a solar panel company and determined that the cost was too high. The company suggested that if residents are interested in installing solar panels, they can check out the Inflation Reduction Act (IRA) for assistance with funding.

She reminded us that COVID has not gone away and there has been 15 new cases reported to the EOC. The CDC recommends that if you test positive, isolate, and stay home for at least 5 days. On day 6 if you have no symptoms and not taking fever reducing medications for at least 24 hours you do not have to isolate but should wear a mask when in public.

AEMD McCarthy informed the Board that she completed another grant application for the electronic message board in the amount of \$49,040.64, which should be received in 2023. A warrant article for the funds that the town has already received from previous grants will be on the 2023 Town warrant in March. The warrant article will ask the voters to move the accumulated funds from the unassigned fund balance to the Emergency Management Expendable Trust Fund.

a. Requisition -- Transfer Station -- Septic design application

AEMD McCarthy explained that the application fee is to pay the State DES to approve the septic design plan for the Transfer Station.

Selectman Marchand moved to sign requisition ARPA 2022-021 in the amount of \$300 for the State DES application fee for the Transfer Station septic design. Funds to come from the ARPA Funds. Seconded by Selectman Melvin with a unanimous vote.

Selectman Melvin informed the audience that 25 Governors signed a letter to end COVID-19. AEMD McCarthy stated that there is no State emergency but there is still a Federal emergency.

b. Requisition -- Stryker stretcher power installation

AEMD McCarthy stated that this is the last piece needed to make the power stretcher fully functional.

Selectman Marchand moved to sign requisition ARPA 2022-022 in the amount of \$1,900.00 to install power to the Stryker stretcher. Funds to come from the ARPA Funds. Seconded by Selectman Melvin with a unanimous vote.

c. Requisition -- Cybersecurity and server installation

AEMD McCarthy stated that the server installation is for the Town Hall. The cybersecurity installation is for all Town owned PC/laptops.

Selectman Marchand moved to sign requisition ARPA 2022-023 in the amount of \$15,610.00 to upgrade cyber security on town owned PC/Laptops and install new server at Town Hall. Funds to come from the ARPA Funds. Seconded by Selectman Connolly. Burrill -- aye, Marchand -- aye, Connolly -- aye. Melvin -- nay.

Selectman Melvin stated that the funds should come from the Cable Revolving Fund. Chairman Burrill stated that this will cover the installation costs but the server, associated software and extended warranty

will come from the Cable Revolving Fund. He also stated that the Cable Revolving Fund will not be taking in as much money as in previous years.

d. Requisition – Waste oil heater – Butler Building

AEMD McCarthy stated that the proposed new heater will use the waste oil collected at the Transfer Station as one fuel source. Selectman Marchand stated that the heater can also use home heating oil as well.

Secretary Morin stated that there are 2 oil tanks and both failed inspection. The town's fuel supplier will not deliver oil until the issues are resolved. Currently, the tank that supports the highway department bays is 1/8 full. The other tank is $\frac{3}{4}$ full.

AEMD McCarthy stated that replacing the existing tank that supplies the oil to the highway department bays has its own issues. There is no space to run the required piping. If the tank is moved to the rear of the building, the run would be too long to fill the tank.

Selectman Marchand moved to sign requisition ARPA 2022-024 in the amount of \$13,500.00 to install a new waste oil heater in the Butler Building. Funds to come from the ARPA Funds. Seconded by Selectman Connolly for discussion.

Selectman Connolly wanted to know what the options for a new system are. Fire Chief Alcadinho stated that there are 2 heating systems in the building. With the new system, it would be able to heat the $\frac{3}{4}$ of the building. The Board asked if AEMD McCarthy to provide a quote to replace the old system.

Selectman Connolly asked how the waste oil will be transferred from the Transfer Station to the Butler Building. Mr. Joe Simone stated that the Road Agent informed him that he would transport the waste oil.

The motion passed. Burrill – aye, Marchand – aye, Connolly – aye. Melvin – nay.

Selectman Melvin stated that the oil tanks should be replaced. He expressed concerns with transporting the waste oil and the Town's liability.

Secretary Morin stated that at this time there is no solution to replace the tank for the highway department bays due to no suitable location within the building for the new tank.

e. Requisition – Radio repeater installation

AEMD McCarthy stated that this requisition is the final piece needed to complete the installation of the radio repeater.

Selectman Marchand moved to sign requisition ARPA 2022-025 in the amount of \$10,803.25 for the installation of the radio repeater. Funds to come from the ARPA Funds. Seconded by Selectman Melvin with a unanimous vote.

Chairman Burrill would like to have prices for items on the ARPA spreadsheet that AEMD McCarthy provided. AEMD McCarthy stated that a lot of funds have been spent on sanitizing town buildings.

D. Cooperative Public Service Vehicle Bid

Chief Alcadinho stated that the membership should be under the Town Administrator so that any department can use it.

Selectman Marchand moved to authorize the Town Administrator to renew the membership to the Plymouth County Commissioners Cooperative Public Service Vehicle Bid for calendar year 2023 in the amount of \$200.00. Funds to come from 2023 Executive Budget. Seconded by Selectman Melvin with a unanimous vote.

E. Town Hall – Lease for new server

Secretary Morin reviewed the lease agreement for the server. The total cost for the server is \$34,354.89 which will be paid in 3 annual payments from the Cable Revolving Fund.

Selectman Marchand moved to authorize the chairman to sign a 3-year lease agreement with HP Financials with a yearly payment of \$12,272.66, to replace the server at the Town Hall. The lease has an escape clause should the funds not be appropriated. Funds to come from the Cable Revolving Fund. Seconded by Selectman Melvin with a unanimous vote.

Selectman Marchand moved to authorize the chairman to sign the statement of work for the installation of the server at the Town Hall. Seconded by Selectman Melvin with a unanimous vote.

F. Request from non-resident to cleanup lot on Smith Corner Road, Tax map 8-3-4-2

Chairman Burrill stated that the Board received a letter requesting to clear and use for a private event a parcel of land that the Town owns on Smith Corner Road. The parcel once belonged to the requestor's family. They would like permission to clear the lot and hold a family reunion in February.

Selectman Melvin stated that he had once proposed the Town sell the lot. He also stated that they are relatives of his.

Secretary Morin stated that the Board needs to consider the Town's liability should an incident occur. TA Andrews provided samples of possible incidents that might occur.

Mrs. McCarthy stated that there may be wetlands in that area and would like the Conservation Commission to do a site walk.

TA Andrews will reach out to the Town's insurance company for any liability issues.

G. Review proposed 2023 Budgets

TA Andrews reviewed the changes to the Executive Budget. The salary line item was increased to account for the Administrative Assistant to the Board salary. He explained that the current position was hourly. The new position would be a salaried position that was previously approved by the Board and is currently posted.

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

Mr. Joe Simone requested that some funds be placed in the budget to purchase new chairs in the Selectmen's Office.

Secretary Morin reviewed the changes to the 2023 proposed General Government Building Budget. The line item repair and maintenance was increased to cover the cost of yearly stripping the floors in the Fire and Police Stations. The oil line item was increased to cover the cost of a second burner in the Butler Building that Road Agent Pivero had been paying out of his own pocket.

Selectman Marchand moved to accept as proposed the updated 2023 General Government Building Budget for inclusion in the 2023 Town operating budget. Seconded by Selectman Connolly for discussion.

Chairman Burrill asked what the difference is in the line item for the oil. Secretary Morin stated the cost is for an extra 1000 gallons at the agreed upon price of \$3.989 per gallon which equates to about \$4000.00.

Chief Alcadinho stated that he understood that the Road Agent has been filling the 2 tanks at the Butler Building from his own money. Selectman Melvin stated that he should continue to pay for the oil because

he uses the building for his own personal business to fix his vehicles. Chairman Burrill stated that the vehicles are used by the Town.

The motion passed. Burrill – aye, Marchand – aye, Connolly – aye. Melvin – nay.

Secretary Morin reviewed the changes to the 2023 proposed Fire Department Budget. The internet service line item was added into the budget at \$5160.00. He lowered the line item "Other Expenses – Facility" by \$2000.00.

Chief Alcadinho stated that he is working with EOC to share a portion of the cost for internet services. He has also lowered the internet service monthly bill by turning in some cable boxes.

Selectman Marchand moved to accept as proposed the updated 2023 Fire Department Budget for inclusion in the 2023 Town operating budget. Seconded by Selectman Melvin with a unanimous vote.

Chairman Burrill and the Board wished Bookkeeper Kim Hughes best of luck in her new position. They thanked her for all her hard work over the past several years. TA Andrews stated Ms. Hughes is very professional and has assisted him when needed.

H. Review 2023 Selectmen's meeting schedule

Selectman Marchand moved to accept as proposed the 2023 Board of Selectmen meeting schedule. Seconded by Selectman Connolly with a unanimous vote.

I. Tax ratio study

Chairman Burrill read the last page of the study.

Selectman Marchand moved to sign the tax ratio study dated December 20, 2022. Seconded by Selectman Connolly with a unanimous vote.

J. Food Panty donations

Selectman Marchand moved per RSA 31:95-b to accept and expend unanticipated funds for the Food Pantry in the amount of \$215.00 from the Recreation Commission proceeds from Trunk or Treat if not accepted previously with thanks. Seconded by Selectman Melvin with a unanimous vote.

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

Selectman Marchand moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$500.00 for the Food Pantry from Estabrooks Garage with thanks. Seconded by Selectman Melvin with a unanimous vote.

K. Encumbrance of funds

Selectman Marchand moved to encumber \$3,172.84 to come out of the 2022 Fire Department budget to pay for the radio for the Tahoe provided the funds are available at year-end. Seconded by Selectman Melvin for discussion.

Chief Alcadinho addressed the Board and informed them that the regional grant the Town applied for with surrounding towns was not granted. He had planned to purchase a second radio with the grant money. He is now requesting the Board allow him to purchase 2 radios of the same make and model. The funds to pay for the radios would need to be encumbered. TA Andrews stated that there is \$18,000.00 available in the 2022 Fire Department Budget.

Chief Alcainho is requesting that the Board amend the amount to \$6,345.68 so that he can purchase 2 radios for the new Tahoe. Selectman Melvin asked why they need 2 in the same vehicle. Chief Alcainho explained that one radio is, so they are able to communicate with Rockingham dispatch and the other radio would be a secondary channel that dispatch would provide them when on a call.

Selectman Marchand moved to amend his motion to include 2 radios for a cost of \$6,345.68 and to encumber the funds from the 2022 Fire Department budget provided the funds are available at year-end. Seconded for discussion by Selectmen Melvin.

Selectman Melvin asked if it included installation. Chief Alcainho stated that it did. He stated that the current radios are over 20 years old. All five communities are looking to re-apply for the grant.

TA Andrews asked if Chief Alcainho could find out why the grant was denied, and he will work with Chief to re-apply for the grant.

Chief Alcainho asked if he needs to encumber the funds. TA Andrews and Secretary Morin stated that the last manifest for 2022 is on the Selectmen's agenda for tonight. Any other expenses would come from the 2023 budget.

Selectman Connolly asked if we could encumber enough funds to pay for a total of 3 radios. Secretary Morin stated that you need the paperwork to back up the request for encumbrances.

The amended motion passed with a unanimous vote.

L. Public Hearing – Onetime payment for bridges and NHRS contributions from the State

Chairman Burrill discussed the meeting schedule for the public hearings. Secretary Morin suggested that the Board hold the public hearings on January 16, 2023, beginning at 6:00pm. The Board decided to hold the public hearings on January 16, 2023, beginning at 6:00pm.

M. Review – “parking lot” items

Secretary Morin stated that she added the Selectmen's goals to the spreadsheet for the Board to review.

Selectman Marchand stated that he did hold an open house and 2 residents dropped in. He will try again in the new year.

Chairman Burrill stated that the Board needs to work on quarterly meetings with department heads. He suggested the first meeting be at the end of February and be held later in the day. TA Andrews will reach out to the department heads on when they would like to meet.

Selectman Melvin stated that the State DOT will be holding a public hearing about the plan for the intersections of Maple Ave, Amesbury Road and Route 108.

III. Other Business

A. Town Warrant

TA Andrews stated that he is working with town counsel and with Secretary Morin on the 2023 warrant articles.

B. Wilders Grove culvert

AEMD McCarthy addressed the Board and stated that she and Road Agent Pivero are applying for a grant to fix the twin culvert on Wilders Grove Road. She has received the final documents and it will need authoritative signature such as the Chairman. Chairman Burrill stated that he could sign them electronically. The grant is for \$515,500.00.

Selectman Marchand moved to authorize the Chairman to sign the grant application to pay for repairs to the twin culverts on Wilders Grove. Seconded by Selectman Connolly with the following amendment, as long it was not motioned previously. The motion passed with a unanimous vote.

C. Record Retention & update on open positions

Mr. Joe Simone asked about the boxes in the hall and if there was enough space for records. Chairman Burrill stated that they are waiting on more quotes to shred the unneeded documents and that there was plenty of space in the retention room now.

Mr. Simone asked about the plan for the 2 open positions at the Town Hall. TA Andrews stated that the Board has hired MRI to fill in for the Bookkeeper until the position is filled. As far as the Administrative Assistant position goes, there are applications being accepted. TA Andrews stated that Secretary Morin will remain as an employee part-time for about 2 months. The Board expressed appreciation for Secretary Morin delaying her retirement assisting the Town going forward.

D. Manifest

Selectman Melvin moved to sign vendor manifest dated December 20, 2022, in the amount of \$144,110.89. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated December 20, 2022, in the amount of \$207.98. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated December 20, 2022, in the amount of \$27,502.74. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Emergency Management Revolving Fund vendor manifest dated December 20, 2022, in the amount of \$941.94. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Inspector Fees Revolving Fund vendor manifest dated December 20, 2022, in the amount of \$13,402.95. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Uniformed Fire Watch Revolving Fund vendor manifest dated December 20, 2022, in the amount of \$81.00. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign payroll manifest pay period December 4 – 17, 2022, with a pay date of December 22, 2022. Total payroll is \$79,138.74 which includes \$456.75 ARPA administrative costs. 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 December 6, 12 and 15, 2022 as written. Seconded by Selectman Marchand with a unanimous vote.

Selectman Marchand moved to sign requisition FD 1055 for the purchase of 2 radios for the Tahoe in the amount of \$6,345.68 and to encumber the funds provided the funds are available at year-end. Seconded by Selectmen Connolly with a unanimous vote.

V. Adjourn

Selectman Marchand moved to adjourn at 9:00pm. Seconded by Selectman Connolly.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary