



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

**DATE: TUESDAY, March 21, 2023**

**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, Daniel Guide, Joseph Simone, Jim O'Mara, Interim Town Administrator, and Selectmen's Secretary Diane M. Morin. The public meeting was videotaped; the non-public session minutes and the public meeting minutes were transcribed and typed by Secretary Morin.

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

Vice Chairman Marchand moved to go into non-public under RSA 91-A:3 II (c) – Reputation at 6:00. Seconded by Selectman Guide. Burrill – aye, Marchand – aye, Connolly – aye, Guide – aye, Simone – aye. Motion passed unanimously 5-0.

Vice Chairman Marchand moved to close the non-public session at 6:16pm. Seconded by Selectman Connolly. Burrill – aye, Connolly – aye, Marchand – aye, Guide – aye, Simone – aye. Motion passed unanimously 5-0.

Vice Chairman Marchand moved to go into non-public under RSA 91-A:3 II (c) – Promotion, hiring of a public employee at 6:17pm. Seconded by Selectman Guide. Burrill – aye, Guide – aye, Marchand – aye, Connolly – aye, Simone – aye. Motion passed unanimously 5-0.

Vice Chairman Marchand moved to close the non-public session at 7:01pm. Seconded by Selectman Connolly. Burrill – aye, Simone – aye, Marchand – aye, Connolly – aye, Guide – aye. Motion passed unanimously 5-0.

The public meeting resumed at 7:08pm.

**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 Simone with a unanimous vote.

**B. Board of Selectmen re-organization**

**a. Chairman and Vice-Chairman**

Chairman Burrill thanked the former elected officials for serving the Town. He welcomed to the Board of Selectmen newly elected Daniel Guide and Joseph Simone.

**Chairman Burrill moved to appoint Selectman Marchand as the Chairman. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye, Guide – aye, Simone – aye.**

Selectman Marchand took over as Chairman. He thanked Selectman Burrill for serving as the Chairman and is grateful for the opportunity to chair the Board.

**Chairman Marchand moved to appoint Selectman Connolly as the Vice-Chairman. Seconded by Selectman Simone. Burrill – aye, Marchand – aye, Connolly – aye, Guide – aye, Simone – aye.**

**b. Ex-Officio**

**Selectman Burrill moved to appoint Selectman Simone as the Ex-Officio to the Conservation Commission. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Guide moved to appoint Selectman Marchand as the Ex-Officio to the Planning Board. Seconded by Selectman Connolly with a unanimous vote.**

**Chairman Marchand moved to appoint Selectman Burrill as the Ex-Officio to the Recreation Commission. Seconded by Selectman Guide with a unanimous vote.**

**c. Liaison**

Selectman Burrill stated that previously the Board had assigned liaison to departments. The Board found that this process caused confusion for department heads on who they should report to.

**Selectman Burrill moved to suspend the program of designating Selectmen liaisons to departments until such time the Board decides to reinstate the program. Seconded by Selectman Connolly for discussion.**

Selectman Burrill stated that department heads can still speak to any Selectman.

Chairman Marchand stated that by removing liaisons, there will be no micro management. Issues should be reported to the Town Administrator and if needed be placed on the agenda.

Selectman Connolly reminded that a single Selectman cannot make decisions for the Board.

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

**C. Requisitions**

Chief Alcadinho addressed the Board. There are 2 requisitions for the Fire Department. Requisitions 1057FD is for inspection of fire equipment and 1058FD is for the annual software subscription for incident reporting.

Chief Alcadinho reminded the Board that a prior Board instituted the annual inspections after a failure of fire equipment at a structure fire.

**Selectman Burrill moved to sign requisition #1057FD in the amount of \$3,204.11 for the annual fire equipment inspection. Funds to come from the 2023 Fire Department Budget line item #422011. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Burrill moved to sign requisition #1058FD in the amount of \$1,899.00 to ESO for annual subscription fee for incident reporting software. Funds to come from the 2023 Fire Department Budget line item #422011. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Guide moved to authorize Fire Chief Alcadinho to sign the agreements for requisitions 1057FD and 1058FD. Seconded by Selectman Simone with a unanimous vote.**

**D. ARPA/EOC update**

Emergency Management Director (EMD) Trisha McCarthy addressed the Board. She reminded them that these updates need to continue in order to be transparent per the US Treasury.

New AEDs will be placed into service this week. The new AEDs are larger than the old ones and new cabinets will be needed. The ARPA workgroup will address this issue at the meeting on March 22, 2023.

She stated that the new voting booths were utilized at the March 14, 2023, elections.

She sent her updated ARPA expense spreadsheet to the Selectmen and if they have any questions to contact her. She stated that some of the items on the spreadsheet have not been expensed. They are there as a place holder.

She stated that Fire chief Alcadinho went onsite to see the rescue boat and was pleased with it. It should be delivered within the next month.

The EOC was activated during the March 14, 2023, storm.

COVID-19 virus is still active and if you are not feeling well, please stay home. She has test kits available should anyone need one.

Homeland Security reached out and informed her that there is a possibility that the Governor will declare the March 14, 2023, storm a disaster. This will allow the Town to recoup expenses in the amount of \$23,291.26 that was used during the storm.

She is working on an Emergency Operations Performance Grant specifically for Police and Fire.

She announced that the Conservation Commission will be handing out trash bags on Earth Day, April 22<sup>nd</sup>. They are asking residents to cleanup their roads utilizing the bags. Please do not leave the bags on the side of the road. Bring them to the Transfer Station. The first 150 residents to bring their bags on April 22 to the Transfer Station will receive a gift from the Conservation Commission.

**Selectman Simone moved to authorize the Treasurer to open a new bank account titled "Emergency Management Operation Revolving Fund" and to further deposit the funds from the closed "Emergency Ops Center Expendable Trust Fund", when available, into the newly created account per Warrant Articles 7 and 8 passage on March 14, 2023. Seconded by Selectman Connolly with a unanimous vote.**

**Selectman Simone moved to authorize the Trustees of Trust Funds to close the "Emergency Ops Center Expendable Trust Fund". The funds will then be deposited into the "Emergency Management Operation Revolving Fund" per Warrant Articles 7 and 8 passage on March 14, 2023. Seconded by Selectman Connolly with a unanimous vote.**

**E. Commercial Trash Hauling – Renewal for Newton Waste**

Mr. Steve St. Cyr owner of Newton Waste Company is requesting a renewal of his permit to bring residential trash to the Transfer Station.

Selectman Burrill stated that this is normally done in December but due to a clerical error, it was missed.

Selectman Guide asked why he needs to come in every year. Mr. St. Cyr stated that he does not usually need to attend but because it has been a few years and with new members, he felt it wise to attend in person to introduce himself.

**Selectman Guide moved to approve the permit renewal request from Steve St. Cry for Commercial Trash Hauling from January 1 through December 31, 2023, per the Commercial Trash Hauling Policy. Seconded by Selectman Simone with a unanimous vote.**

**F. Resident -- Proposed restructuring of Building permit fees**

Mr. John Silva addressed the Board and reviewed his building permit fees proposal charged by the Town. He stated that he ran into some discrepancies with the fees structure while adding a ADU to his home. His proposal includes fees surrounding towns are charging. He stated that his proposal will tighten up what fees are being charged and for what purpose. He is proposing to work with the Building Department and Town Administrator on a final version that the Board could accept.

Selectman Burrill thanked Mr. Silva for his proposal. This will help the Town be competitive with surrounding towns.

Selectman Guide asked to have the proposal shared with the Planning Board.

Deputy Building Inspector Sam Zannini stated that he reviewed the proposal and will work with Mr. Silva and the Town Administrator to finalize the proposal.

The Board asked to have this placed on the April 18<sup>th</sup> agenda.

**G. Final Purchase and Sales agreement – Thornell Road**

Selectman Burrill stated that Town Counsel has reviewed the purchase and sales agreement and made some changes. Now the buyer's attorney needs to review the changes.

**Selectman Connolly moved to authorize the chairman to sign the purchase and sales agreement for tax map 12-1-1 upon recommendation from Town Counsel when available. Seconded by Selectman Burrill with a unanimous vote.**

**H. Greenie Park permit renewal – Sanborn Baseball & Softball**

Selectman Guide asked if the travel league uses this permit. Selectman Burrill stated that that league will not be using the fields.

**Selectman Guide moved to approve the permit application from Sanborn Baseball and Softball Association to use the ball fields at Greenie Park from April 1 through December 31, 2023. Seconded by Selectman Simone with a unanimous vote.**

**I. Wex credit card for Transfer Station**

Secretary Morin stated that when the credit card is used, fuel taxes are not charged to the card. It can be used locally provided the station accepts the card.

Selectman Guide asked how the pay for fuel now. Secretary Morin stated that the station hand writes a slip which includes taxes. The slip is then given to the Bookkeeper to pay.

**Selectman Guide moved to authorize the Chairman to sign the application for a Wex bank card for the Transfer Station to use for fueling town owned vehicles. Seconded by Selectman Simone with a unanimous vote.**

**J. Grant form Invest NH Municipal Planning & Development**

Secretary Morin stated that because the amount is over \$10,000.00 a public hearing is needed to accept and expend the funds. She suggested April 18 at 7:00pm.

Chairman Marchand stated that the Planning Board received a grant to have RPC assist with the Master Plan. RPC will conduct a study to further enhance the plan. He stated that there are 2 aspects to the grant.

Secretary Morin asked if the grant that the Town is receiving will be given in 2 separate payments. Chairman Marchand and Selectman Guide were unsure how much will be received. Secretary Morin will check with the Planning Board Administrator.

If needed the public hearing will be April 18, 2023.

**K. Resignation**

**a. Trustee of Trust Funds**

**Selectman Burrill moved to accept Joseph Simone resignation as Trustee of Trust Fund with thanks and gratitude effective March 21, 2023. Seconded by Selectman Guide with a unanimous vote.**

**b. Deputy Treasurer**

**Selectman Burrill moved to accept James Summers resignation as the Deputy Treasurer with thanks and gratitude effective March 21, 2023. Seconded by Selectman Connolly with a unanimous vote.**

Selectman Burrill asked to post job description for the Trustee of Trust Funds. Selectman Simone stated that he may have a candidate for the Trustee position.

**Selectman Connolly moved to sign all the correspondences needed to update all town accounts held at North Shore Bank consistent with resignations and town election results. Seconded by Selectman Guide with a unanimous vote.**

Selectman Burrill stated that the Trustee of Trust Fund is an elected position and will need to be filled in a public meeting. The candidate will be appointed to fill out the remained of Mr. Simone's term as Trustee of Trust Fund.

The Board thanked all those that served.

**III. Other Business**

**A. Manifest**

**Selectman Burrill moved to sign vendor manifest dated March 14, 2023, in the amount of \$262,435.27. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Burrill moved to sign Police Special Details Revolving Fund vendor manifest dated March 14, 2023, in the amount of \$987.27. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Burrill moved to sign payroll manifest pay period February 27 – March 11, 2023, with a pay date of March 16, 2023. Total payroll is \$70,359.67 of which includes \$352.06 ARPA Administrative cost. Seconded by Selectman Simone with a unanimous vote.**

**B. Veterans Tax Credit**

**Selectman Burrill moved to sign veterans tax credit for tax map 5-4-5 beginning tax year 2023. Seconded by Selectman Guide with a unanimous vote.**

**C. Agenda changes**

Selectman Guide suggested that a public comment section be added to the beginning of the agenda. The public would be allowed to speak for 2 – 3 minutes.

Secretary Morin asked if the public would be allowed to speak via Zoom. Selectman Guide would prefer in person public comment.

The Board discussed and decided to place the public comment on the next agenda.

Selectman Guide suggested that non-public session be at the end of the meeting.

The Board discussed and decided to place the non-public at the end of the meeting.

Selectman Connolly asked Town Administrator O'Mara to speak to the department heads about non-public being at the end of public meeting.

**D. DOT 10 year red listed bridges**

Chairman Marchand read an email from the DOT that is offering to assist local municipalities to repair red listed bridges. The bridge on Wilder's Grove is red listed and the estimated cost is \$664,800.00 to replace it. If approved, the town would be reimbursed 80% of the cost. DOT is asking if the Town would be interested and that it is non-binding should the Town choose to apply for the grant.

Secretary Morin stated that we did response that the Town would be interested.

EMD McCarthy stated that the Road Agent and she have been working on grant for this bridge that would not require the Town to come up with the full amount up front.

Ms. Gonyer addressed the Board. She stated that the \$664,800.00 would need to be collected in 2024 to meet the requirements set forth in the email read by Chairman Marchand.

Road Agent Pivero stated that he has been working on this bridge for over 8 years. He has been working with the Division of Bridges to get approvals. He stated that the concept is good, but it will take too long to complete. The grant that EMD McCarthy has been working on is a better method.

**E. Appointments**

**Selectman Burrill moved to sign appointments for Anne Banks, Betty Bufano, and Carolyn Musyimi-Kamau as Alternate Gale Library Trustees. Term to expire March 31, 2024. Seconded by Selectman Guide with a unanimous vote.**

**IV. Approval of Minutes**

**Selectman Connolly moved to accept the non-public and public meeting minutes dated March 7, 2023, as written. Seconded by Selectman Burrill. Burrill – aye, Marchand – aye, Connolly – aye. Selectmen Guide and Simone abstained because they were not present at the meeting.**

**V. Adjourn**

**Selectman Simone moved to adjourn at 8:17pm. Seconded by Selectman Connolly.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary