

AMENDED



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

**DATE: Tuesday , May 2, 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>

**1. Call to Order**

Chairman Marchand called the meeting to order at 6:03pm. In attendance were Selectmen, Robert Marchand Jr., Chairman, Matthew Burrill, Daniel Guide, Joseph Simone, Jim O'Mara, Interim Town Administrator, and Selectmen's Executive Assistant, Robyn Sparks. The Public Meeting was taped. The public meeting minutes were transcribed and typed by Executive Assistant Sparks.

There were no agenda items for the non-public session.

Michael Connolly Vice-Chairman was not in attendance, barring an excused absence.

**2. Board of Appointments**

**2.1 Nomination to the State for Health Officer**

Interim Town Administrator (ITA) O'Mara stated that with the resignation of the current Health Officer, the job opening was posted on the Town's website. One application was received from Michael Franzoso, who is currently the Deputy Health Officer.

Selectman Burrill stated that there are current restrictions for this position, as it is a duly qualified position by the state of N.H.

ITA O'Mara stated that this position is provisional based on a 3 hour course.

**Selectman Burrill moved to nominate Michael S. Franzoso to the State of New Hampshire to be Newton's Health Officer position. Seconded by Selectman Simone. 4-0 with a unanimous vote.**

**2.2 Trustee of the Trust Funds**

ITA O'Mara stated that Trustee of the Trust Funds nominated Nancy Kozlowski on April 24<sup>th</sup> to the Selectboard for appointment as a Trustee to fill the term left vacant by the election of Selectman Simone.

Selectman Burrill acknowledged this is a vacant elected position and the public should know the application process. The open position for the Trustee of the Trust Fund should be posted on the website.

This item will be on the next agenda.

**3. Citizens Forum**

No comment.

Chairman Marchand stated it should be posted on the website that Citizens Forum welcomes residents to speak on agenda items. However, the regulations should be applied when doing so.

#### **4. Administration**

##### **4.1 ARPA/EOC Update**

Trisha McCarthy, Emergency Management Director (EMD) provided an ARPA and EOC update. She stated that on May 8<sup>th</sup> the generator is being installed at the Transfer Station, funded by ARPA and at no cost to the taxpayers.

EMD McCarthy stated the Fire Rescue Boat has been delivered and in the process of being registered. This will aid in future rescues.

EMD stated that she purchased portable filters last year. The payable check was cashed by a Silicon Valley Bank which recently collapsed, which prolonged the process. EMD stated that this is now resolved, and the filters will be delivered next week.

EMD McCarthy stated that she submitted a report to the US Treasury on 4/30/23, accounting for the ARPA funds spend since March 2021, totaling \$383,348.24. These expenditures must meet the criteria for spending, in which was complied. None of the purchases were at the expense to the taxpayer.

EMD McCarthy, stated the EOC Message Grant money totaling \$181,242.24 needs to be transferred into the new EOC Revolving account, which was approved by the residents at the March 2023 town meeting.

EMD McCarthy, stated she is currently working on grants for the Highway Dept infrastructure on Country Pond and for the Police Department warming shelter and training area.

#### **5. Staff Reports**

##### **5.1 Building Department**

Sam Zannini presented new building fees on behalf of the Building Department. He stated the Selectboard had previously asked him to evaluate fees based on the current surrounding market.

Mr. Zannini presented a handout listing current fees and proposed fees.

Mr. Zannini stated the there are fee increases primarily for new construction/new developments, which will apply to dwellings over 500 Square Feet.

Mr. Zannini proposed an application fee increase, making the fee now \$400.00 and to double the price per square footage \$.10 to \$.20. This would apply to projects over 500 sq feet or new homes. He stated this is not for small renovations such as a bathroom. The increased fees are geared to new construction and larger projects. He stated, even with the increase this would still make the fees lower than surrounding towns.

The fee for license trades performing new work was decreased several years ago, he suggested reinstating it to \$180.00. Newton's fees for the solar panels are well below the market. The new fee will be \$6.00 per thousand of the total cost of the project.

Mr. Zannini would also like to increase the fee from \$70.00 to \$100.00 for inground swimming pools based on the resources used by the Building Department. He stated the fees remain lower when compared to the market.

The apartment building language and fees have been defined because there was minimal existing language. The application fee is now \$500.00, plus \$.40 a square foot, because it would qualify as commercial.

Mr. Zannini has added language which was never included in the handout, such as pulling permits with the Fire Department. He is proposing to increase the residential inspection fee from \$38.00 to \$40.00 and not increase the commercial. All fees are listed in handouts to ensure transparency with the residents.

Mr. Zannini added the Assessors signature block to the Certificate of Occupancy, which will make her aware of any changes which will affect the assessment. He stated this was also done on the commercial forms, along with the signature block of the Planning Board.

Mr. Zannini closed by stating he would like to reinstate the yellow Building Permit, which lists what is required.

Daniel Guide suggested that the fee changes be posted on the bulletin board.

**Selectman Burrill motioned to approve the changes for the Building Permit Fee Schedule, Residential Certificate of Occupancy and Commercial Certificate of Occupancy, effective June 1, 2023. Seconded by Selectman Simone. 4-0 with a unanimous vote.**

## **5.2 Conservation**

Trisha McCarthy spoke on behalf of Conservation. She stated that Conservation owns a parcel of land known as Koscora. The property markers have been moved, which was confirmed by the engineer, who is surveying the area. Mrs. McCarthy stated she would like to hold a session with the abutters and give each a formal document with boundary lines.

Mrs. McCarthy, as a representative for the Stewardship Committee, informed the Board that one of the property owners passed away on the property known as Hidden Acres located on Thornell Road. The committee has been helping the owner with maintenance of the farm. She stated that the committee will be reaching out to the Board for more assistance whether it is to engage the local scouts or for volunteers.

ITA O'Mara asked if moving boundary maker's is against State Law? Mrs. McCarthy and Selectman Guide confirmed it was.

## **5.3 Fire Department**

Chief Alcaindinho presented an overall current assessment of the Fire Department. He stated that recently on two occasions, residents have driven to the Fire Station in need of help. He wants the public to know the Fire Station is not staffed 24/7. If you require immediate help, call 911.

Selectman Burrill read a monthly report submitted by the Fire Chief stating there have been 233 incidents to date, which required assistance from the Fire Department. This number has increased when compared to last year.

Chief Alcaindinho stated that Newton is the only surrounding town without 24-hour coverage.

## **6. Approvals**

### **6.1 Summer Positions**

ITA O'Mara stated that the Highway Department is in need of a laborer, which was expressed by the department head at the monthly meeting. ITA O'Mara further stated that the summer help would be geared to high school kids who can drive and like to work in the elements. Two positions are needed to meet the demands in the town.

ITA O'Mara stated the payrate would be \$15.00 hourly.

**Selectman Simone moved to approve the posting of two positions for summer help for \$15.00 hourly. Seconded by Selectman Guide . 4-0 with a unanimous vote.**

#### **6.2 Unanticipated Revenue, Sale of Tax Map 12-1-1**

Selectman Simone moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$5,000.00 for the sale of Town owned property, for Tax map 12-1-1 located off of Thornell RD to Michael Ryan Norman. Seconded by Selectman Guide . 4-0 with a unanimous vote.

#### **6.3 Tax**

Selectman Guide moved to sign veterans tax credit for tax map 13-3-8-15 beginning tax year 2023. Seconded by Selectman Burrill . 4-0 with a unanimous vote.

Selectman Guide moved to sign veterans tax credit for tax map 10-2-12 beginning tax year 2023. Seconded by Selectman Burrill . 4-0 with a unanimous vote.

Selectman Guide moved to approve the Tax Collector's Land Use Change Tax Warrant for Tax map 5-1-1-2 in the amount of \$10,000.00. Seconded by Selectman Simone . 4-0 with a unanimous vote.

Selectman Guide moved to sign Timber Cut Yield Tax for tax map 9-6-18 with a value of \$6,691.34. Seconded by Selectman Simone. 4-0 with a unanimous vote.

#### **6.4 Requisition #2023-010**

Selectman Guide moved to sign requisition 2023-010 in the amount of \$1,843.08 for a new network switch for the fire Department, to be installed by RMON . Funds to come from the Cable Revolving Fund. Seconded by Selectman Simone. 4-0 with a unanimous vote.

#### **6.5 Manifests**

Selectman Guide moved to sign vendor manifest dated April 25,2023, in the amount of \$819, 666.71 of which \$755,030.00 goes towards April 2023 Sanborn Regional School District payment and \$81.25 goes towards ARPA. Seconded by Selectman Burrill. 4-0 with a unanimous vote.

Selectman Guide moved to sign Cable Revolving Fund dated April 25,2023, in the amount of \$6,923.91. Seconded by Selectman Burrill. 4-0 with a unanimous vote.

Selectman Guide moved to sign payroll manifest for pay period April 9th -22nd, 2023, with a pay date of April 27, 2023. Total payroll is \$54,068.98 which includes \$714.98 in ARPA administrative costs Seconded by Selectman Simone . 4-0 with a unanimous vote.

Selectman Guide moved to sign corrected payroll manifest in the amount of \$916.21 with a pay date of May 1, 2023. Seconded by Selectman Simone. 4-0 with a unanimous vote.

#### **6.6 Minutes.**

Selectman Guide moved to accept the non-public and public meeting minutes dated April 18, 2023, as written. Seconded by Selectman Burrill. 4-0 with a unanimous vote.

### **7. New /Old Business**

#### **7.1 Gale Harris Trust Update**

Selectman Simone stated that he along with EA Sparks had a phone conversation with Ilene Rose, Administrator of the Gale Harris Trust and representative from BMO Bank. This fund was established to be accessible to the residents of Newton, who are in need. The Trust has not been accessed since 2019. The balance of the Trust cannot to be expended, however the Selectboard can use the annual interest which is approximately \$4,000.00. The funds may be dispersed upon approval from the Trustee Administrator once the Selectmen request the funds in writing.

Selectman Simone read a portion of the will dated 1917, that stated the fund was created for the benefit of Newton's sick and poor.

Selectman Simone stated that quarterly bank statements are issued and sent to the town. Furthermore Mrs. Rose stated that given the right circumstances, these funds could be accessed for a variety of different circumstances.

Selectman Burrill stated that Newton's welfare agent is now aware of this fund.

Mrs. McCarthy stated that she is aware of a resident that would be a good candidate for this fund.

Selectman Simone stated he would keep the Selectboard aware of any further updates.

### **7.2 Newtons Age Friendly Community Survey.**

Selectman Simone stated that he wanted the Selectboard to endorse the Age Friendly Community ad in the newspaper. As a result, he drafted a statement to run along with the ad in the newspaper. Stating the Newton Board of Selectman encourage our residents to take the survey.

**Selectman Burrill moved to add the line drafted by Selectman Simone. Seconded by Selectman Guide. 4-0 with a unanimous vote.**

Selectman Simone wanted to bring up the idea of the Selectman setting Goals and Objectives at future meetings.

### **7.3 Fire Department**

ITA O'Mara stated that he did have agenda items on for tonight's Non-Public session, however, the material that is to be discussed is all public information, therefore it can be held in the current session.

Selectman Burrill stated that Chief Alcadinho has vetted the qualified applicants and the Selectboard would be voting based on his discretion, which can be conducted in public. Further stating, if the Selectboard did have questions, they could enter into a non-public session under reputation.

Chief Alcadinho is proposing hiring 2 new firefighters, with the same base payrate, each holding different credentials, making the total payrate different. One hire is a firefighter basic and the other is a firefighter paramedic, both would be subject to a physical, background check, and six month probationary period per the Town's policy.

**Selectman Burrill moved to hire Candace Peltier as Call Firefighter -Medic , Grade VII step 12 with a base payrate of \$15.35 with certifications total hourly pay of \$21.85, pending a background check, physical, and six month probationary period. Seconded by Selectman Simone . 4-0 with a unanimous vote.**

Selectman Guide asked is these new hires are on call. Chief Alcadinho stated that there are no full time positions at the Fire Station. These are paid on called employees of the Fire Department.

**Selectman Burrill moved to hire Taylor Poussard New as EMT Basic Grade VII step 12 with a base payrate of \$15.35 with certifications total hourly pay of \$19.85 pending a background check, physical, and six month probationary period. Seconded by Selectman Guide . 4-0 with a unanimous vote.**

Chief Alcadinho stated that he also wanted to increase the rate of the per-diem employees. He proposed the rates as follows Per-Diem Firefighter/ EMT Advanced from \$20.00 per hour increased to \$22.50 per hour Per-Diem Firefighter/ EMT Medic from \$20.00 per hour increased to \$25.00 per hour.

**Selectman Burrill moved to accept the rates as follows Per-Diem Firefighter/ EMT Advanced from \$20.00 per hour increased to \$22.50 per hour Per-Diem Firefighter/ EMT Medic from \$20.00 per hour increased to \$25.00 per hour to start next pay period. Seconded by Selectman Simone. 4-0 with a unanimous vote.**

**8. Announcements**

Selectman Simone wanted to inform the public about the Town yard sale this coming weekend.

Selectman Burrill reminded the public about the Memorial Day Parade Scheduled for May 29, 2023.

**9. Adjournment**

**Chairman Marchand moved to adjourn at 7:30pm. Seconded by Selectman Burrill.**

Respectfully submitted,

Robyn Sparks  
Executive Administrative Assistant