



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

**DATE: Tuesday, June 20, 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 6:01pm. In attendance were Selectmen, Robert Marchand Jr., Chairman, Matthew Burrill, Daniel Guide, Joseph Simone, James O'Mara, Interim Town Administrator (ITA), and Selectmen's Executive Assistant, Robyn Sparks (EA). The public meeting was taped. The public meeting minutes were transcribed and typed by Executive Assistant Sparks. The non-public minutes were transcribed and typed by ITA O'Mara.

Michael Connolly Vice Chairman is currently absent and missed the last few Select Board meetings and is excused from this meeting due to a family issue.

**2. Pledge of Allegiance**

**3. Board of Appointments**

**3.1 Resignation of Supervisor of the Voter Check List**

Julie Lamere has submitted for resignation as Supervisor of the Voter Check List, with a resignation date of December 31, 2023.

ITA O'Mara stated the vacant position will be posted to the town's website.

**Selectman Burrill moved to accept the resignation of Supervisor of the Checklist Julie Lamere effective December 31, 2023, with regret, thanks, and gratitude. Seconded by Selectman Simone. 4-0 with a unanimous vote.**

**4. Citizens Input**

**No Comment.**

**5. Administration**

**5.1 Tax Office Dog License**

ITA O'Mara stated the Town Clerk has sent a letter requesting the Select Board under RSA 466:14 authorizing the Newton Police Department and Animal Control to issue Civil Forfeitures

to residents who have not licensed their dog as of June 1, 2023. He stated that Newton has 289 unlicensed dogs.

**Selectman Burrill moved in accordance with RSA 466:14 to authorize the Newton Police Department to instruct the Animal Control Officer to issue warrant order of civil forfeitures notices to the owners of unlicensed dogs for the current year. Seconded by Selectman Guide. 4-0 with a unanimous vote.**

Chief Jewett urged residents to register their dogs. The civil forfeiture process requires time, money, and resources that could be eliminated if residents took the action.

## **5.2 Police Department**

Chief Jewett stated he received a request from the owner of Tiffany's Donation Bin to be moved to the Police Station area. He stated that he sees value in moving it to a higher trafficked area.

**Selectman Guide motioned to approve the proper placement of a clothing bin for donated clothing on the grounds of the safety complex under the conditions agreed upon by the Police Chief, Fire Chief, and the Road Agent. Seconded by Selectman Simone. 4-0 with a unanimous vote.**

Chief Jewett stated in a previous meeting he mentioned the purchase of another police vehicle. He would use funds from ARPA and the Police Special Detail Fund, which is generated by the labor of police details. This would have no impact on the taxpayer.

Selectman Burrill stated that there is a budget impact on repairing older vehicles. He stated he appreciates the "out of box" thinking, which will be at no cost to the taxpayer.

ITA O'Mara stated that he wanted to clarify that the purchase would not be coming out of the default budget. Again, it would be ARPA funds combined with the Police Special Detail Funds.

**Selectman Guide moved to approve the purchase of a police vehicle from MHQ in amount of \$72,032.43. This purchase is not coming out of the default operating budget. \$36,013.43 from the Police Special Detail, Account # 244848 and \$36,032.00 from ARPA Funds. Seconded by Selectman Burrill. 4-0 with a unanimous vote.**

Chief Jewett stated that he has a candidate that has met the requirements of the physical and psychological test for a full time officer. He would like to offer this candidate the full time position and enroll him in the Police Academy.

**Selectman Guide motioned to appoint Christian King to the position of Police Patrolman contingent upon conditions to be established by the Police Chief. Seconded by Selectman Simone. 4-0 with a unanimous vote.**

## **6. Staff Reports**

### **6.1 Road Agent**

Road Agent Mike Pivero (RA) stated that the Highway Department is drastically underfunded. The departmental budget/funds do not meet the demands of the town infrastructure. He stated that the Road Agent's position is not funded, and compensation is in the form of an equipment rental fee payment.

Newton's current Highway Department consists of 1 employee with a \$405,000.00 budget for an area of 52 miles of roads. Newton's paving line item budget is \$55,000.00. RA Pivero listed similar towns and budgets for road paving, stating Kingston NH with sixty-two miles of road operating budget is \$535,000.00 for paving. The list confirmed Newton was the lowest funded town in the area for road repair.

RA Pivero stated that there is a list of currently evaluated roads that have been graded based on need of repair. Several streets on the list are not only failing but could present a danger. Two streets on the list would cost \$300,000.00 in repairs alone.

RA Pivero stated that the snow operations for 2 of the snow storms this past winter cost \$40,000.00, which is also paid from the Highway budget.

RA Pivero stated he would like to see Newton adopt the same format as surrounding towns. Newton needs to create a Highway Department that can service the town. The budget needs to meet the demand, which after looking at surrounding towns needs to be around \$1 million.

Selectman Guide asked RA Pivero, to outline a plan if he were to receive the funds.

RA Pivero stated he would repair a group of roads but would not do all required at the same time. This would prevent the roads from needing maintenance in the same time frame years down the road.

RA Pivero stated that he has spoke with ITA O'Mara about getting a bond to repair the roads in dire deficiency. This would also allow payment preservation, which the roads will require in years to come after paving.

RA Pivero stated that only having 1 Highway employee presents a danger when working on roads alone. The summer help ad has been listed at \$15.00, but no one has responded to the job posting.

Selectman Guide suggested moving it to \$20.00 hourly and RA Pivero agreed.

ITA O'Mara wanted to clarify that the bond would be a warrant article on the voting ballot.

RA Pivero wanted the public to know he does not receive phone calls, there is no one in the office and the voicemail is not working correctly.

Diane Morin stated that the phone system no longer has the support to transfer voicemails to emails.

Selectboard would like a list of options for fixing the phone system.

RA Pivero closed by stating that Newton needs to grow and develop the Highway Department to meet the demand of snow operations and road maintenance.

## **6.2 Fire Department**

Chief Alcaldinho stated he wants to speak about an issue that he has previously brought up for past years. He stated Newton along with 6 other communities uses a 3<sup>rd</sup> party EMS service. This contract expires 2-28-24. One of the communities has pulled out and is seeking another alternative.

Chief Alcaldinho stated he met with the 5 communities and the 3<sup>rd</sup> party provider. The total for service would be between \$600,000.00 and \$700,000.00, which is set to change at the third party's will.

Newton's estimated cost divided among communities for the same amount of equipment would be estimated to be between \$125,000.00 and \$175,000.00 for the first year.

Chief Alcaldinho has looked into another third party service, which is estimated to be \$1,000,000.00 dollars for 1 truck.

Chief Alcaldinho stated that the Fire Department's employees are on call and the building is not fully staffed. He stated that EMS calls are up from last year.

Chief Alcaldinho presented two options, the first being a third party service or adding an in house EMS staff which could answer calls 24/7. This would present an increased cost, but there are additional benefits of having a town operated EMS staff.

Chief Alcaldinho stated the ambulance needs to be replaced. It would be at no cost to the taxpayer. The funds would come from the Fire Department's Capital Reserve for Apparatus account as well as EOC funds. Total cost would be \$209,000.00. He stated that this purchase is necessary based on increased pricing and delays in the industry. Furthermore, he stated the town cannot run an EMS service with the current ambulance.

Selectman Burrill stated that this item was not on the agenda and would like the full details.

**Selectman Simone motioned to allow the Fire Chief and Town Administrator to work together and move forward with the ambulance that will be at no cost to the taxpayer coming from the Capital Reserve and EOC fund. Selectman Burrill seconded for discussion.**

Selectman Burrill understands the urgency but stated that he is requesting the business plan and full data.

Chief Alcaldinho asked the Select Board not for an intent to buy, but a commitment of interest.

**Selectman Simone withdrew his earlier motion and sought to amend.**

**Selectman Simone motioned to allow the Fire Chief to continue negotiations for the vehicle with due diligence. Seconded by Selectman Burrill. 4-0 with a unanimous vote.**

ITA O'Mara confirmed that the Select Board would like to see the full details, including the fiscal impact for staffing and equipment.

Marcella Vincent of 30 Thornell Rd, asked if the current ambulance was adequate and if the new one would be a "Cadillac"?

Chief Alcadinho explained that the cost was fair, and the only fiscal impact would be if the town wanted to utilize the overnight staff for calls. If the Select Board wants to use a 3<sup>rd</sup> party, this purchase would replace the existing one.

Selectman Burrill asked to poll the Select Board for a non-binding vote, to see which members are in favor of pursuing the purchase. All Selectmen supported the purchase.

Trisha McCarthy Emergency Management Director (EMD), spoke in favor of the purchase and positive impact on the community. She stated that the new ambulance can still be used even if the station is not staffed 24/7. The new ambulance will provide residents with better and reliable service. If the Town decides to move to a fully staff station, the town will be better situated with the new ambulance.

She stated that the third party ambulance service will not provide lift services. The town will still need to offer this service.

Selectman Burrill stated that the Board would like to see a full plan.

### **6.3 ARPA Updates**

Trisha McCarthy EMD, stated that the Molekule portable filtration devices have been installed in several town offices. CDC recommends opening windows whenever possible.

The ARPA Committee is recommending to the Board that they authorize the Recreation Commission to purchase 4 new charcoal grills for the Town Beach and 1 for Greenie Park. They are also recommending a new picnic table for the Town Beach. The total cost is \$3,437.89 and payment is required upfront.

The committee is also recommending using \$36,032.00 ARPA funds for the purchase of a new police vehicle as previously discussed by Chief Jewett.

The committee is working with Chief Jewett on security cameras and waiting for more information. Some of the cameras are not working at the Town Beach and Greenie Park.

The committee discussed ways to bring in revenue.

She reminded everyone that COVID-19 is still present even though the Federal Government has ended the emergency. This only means there is no more funds available. Testing kits are available from the EOC.

She is still working on grants for the Town.

## **7. Approvals**

### **7.1 Fire Department-Employee Rate Increase.**

Fire Chief Alcadinho stated that FF-Medic Sean Kane has completed training.

**Selectman Burrill moved to increase Firefighter-Medic Lt. Sean Kane's rate of pay from \$21.85 to \$ 24.95 effective June 18, 2023. This change is the result of the Lt.'s recent completion of course of study of Fire Officer I NFPA 10212020 through the NH Fire Standards and Training Commission. Seconded by Selectman Simone with a unanimous vote.**

### **7.2 Requisitions**

Fire Chief Alcadinho stated that the current portable radios need to be replaced because they are not repairable and obsolete.

**Selectman Simone moved to approve requisition 1063 FD to replace non- working portable radios , provided by Beltronics, Inc in the amount of \$8,635.00. Funds to come from the Fire Department line item # 4220303. Seconded by Selectman Burrill with a unanimous vote.**

Fire Chief Alcadinho stated that requisition 1065FD is for a rescue sled that will help firefighters rescue victims easier. He explained that the item is a rescue board with LED lights on it. This will help in smokey conditions.

**Selectman Guide moved to approve requisition 1065FD for fast board with LED lights, provided by Fast Rescue Solutions, LLC in the amount of \$2,850.00. Funds to come from the Fire Department line item # 4220303. Seconded by Selectman Simone with a unanimous vote.**

### **7.3 Energy /Gas Contract-Town Administrator**

ITA O'Mara stated that the fuel contract ended on May 31, 2023. He is in discussion with the Sanborn Regional School District to see if the Town can be included in their contract for fuel. He is requesting authorization to act on behalf of the Board to sign the contract for fuel when appropriate.

**Selectman Burrill moved to authorize the Town Administrator to sign contracts with the successful bidder propane and #2 fuel oil on behalf of the Board of Selectman. Mr. O'Mara will inform the board, at a public meeting, of the costs associated with the contract once the agreements have been signed. Seconded for discussion by Selectman Guide.**

Selectman Simone asked if the contract would include diesel. RA Pivero stated that the diesel used for the generators can run on home heating oil.

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

#### **7.4 Finance Director Update**

ITA O'Mara stated there was one interviewee who decided not to take the position. He is recommending eliminating the Bookkeeper title and go with Director of Finance and HR. He reasoned that both of those jobs overlap.

**Selectman Simone moved to eliminate the position of bookkeeper. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Simone moved to create the position of Director of Finance and Human Resources. Seconded by Selectman Guide with a unanimous vote.**

#### **7.5 Board of Selectmen Meeting Schedule**

The Board discussed when their next meeting would be. If needed, the Board could meet July 5, 2023. Otherwise, the next meeting will be July 18, 2023.

#### **7.6 Abatements**

**Selectman Guide moved to grant an abatement in the amount of \$688.75 for map and lot number 10-7-16, as recommended by the contract Assessor. Seconded for discussion by Selectman Simone. (4 Amesbury RD)**

Selectman Simone asked that the street address be included on the agenda.

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

**Selectman Guide moved to grant an abatement in the amount of \$840.27 for map and lot number 7-4-1A, as recommended by the contract Assessor. Seconded by Selectman Burrill with a unanimous vote. (6 Smith Corner RD)**

#### **7.7 Manifests**

**Selectman Burrill moved to approve a vendor manifest in the amount of \$1,441,015.51 dated June 23, 2023. Noting this manifest includes \$1,355,339.00 for the Sanborn Regional School District and \$22,000.00 in ARPA costs. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Burrill moved to approve a withdrawal in the amount of \$5,157.29 from the Cable Revolving Fund, Account # 391293. Payment is for a Hewlett Packard Financial Services invoice and to RMON Networks totaling \$5,157.29. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Simone moved to approve a withdrawal in the amount of \$1,681.44 from the Police Detail Special ,Account # 244848. This is to reimburse the police department for budget monies paid to officers that worked details. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Simone moved to approve payroll manifest in the amount of \$48,996.80 dated June 22nd, 2023, with a pay date of June 29th, 2023. This manifest includes \$ 581.37 in ARPA administrative costs. Seconded by Selectman Guide with a unanimous vote.**

#### **7.8 Minutes**

**Selectman Simone moved to accept the public meeting minutes dated June 6, 2023, as written. Seconded by Selectman Burrill with a unanimous vote.**

### **8. New/Old Business**

#### **8.1 Selectman Goals/Objectives**

Selectman Burrill stated that he read the goals that other members have provided and although they are good, they need to be something measurable. He read his recommendations:

- 1) To review the ethics policy for all members. He would collect their input.
- 2) Create a policy subcommittee of 2 members to review at least 3 key policies and recommend changes.
- 3) Ensure delivery of the updated Capital Improvement Plan for integration into the 2024 Town Warrant.
- 4) Recommend to the Board a candidate for the Boston Post Cane.

Selectman Guide would like to streamline the processes. An example would be a Department Head coming before the Select Board for an employee pay increase when the employee has completed a certification.

Selectman Simone stated that the policy and procedures should be updated to reflect the changes. He stated that some of the day to day issues should be handled and not have to come before the Board. He referred to the phone system at the town hall not working.

Selectman Burrill suggested one member take the suggestions from residents via a suggestion box of where they perceive is unneeded bureaucracy.

EMD McCarthy addressed the Board and asked if the phone issues might have something to do with the alarms going off.

Selectman Simone would like to see better communication between the Boards, Committees, Commissions and Departments. The Board discussed and however did not assign the task.

The Board thanked Chief Jewett and Sanborn Regional School District for donating the furniture.

Selectman Simone announced that the Age Friendly Survey is available on the Town website.

### **Non-Public**

**Selectman Simone moved to go into the non-public session under RSA 91-A:3 II (b) at 8:10pm. Seconded by Selectman Guide with a unanimous vote.**

**Selectman Guide moved to exit non-public session at 8:25pm. Second by Selectman Simone. Burrill – yes, Marchand – yes, Guide – yes, Simone – yes. Motion passed unanimously 4-0.**

**In the non-public session, no motions were made and no votes were taken.**

**Selectman Guide moved to seal the non-public session minutes at 8:26pm. Second by Selectman Simone. Burrill – yes, Marchand – yes, Guide – yes, Simone – yes. Motion passed unanimously 4-0.**

**Selectmen Burrill moved to hire Joseph Desrosiers for the position of part time transfer station attendant subject to earning the appropriate certification(s). Second by Selectman Simone. Motion passed unanimously 4-0.**

**Selectman Simone moved to adjourn the meeting at 8:30pm. Second by Selectman Burrill. Motion passed unanimously 4-0.**

**Chairman Marchand declared the meeting adjourned at 8:31pm.**

**Respectfully submitted,**

Respectfully submitted,

*Robyn Sparks*

Robyn Sparks  
Executive Administrative Assistant