



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

DATE: Tuesday, December 19, 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 6:08 PM. Selectmen in attendance were Chairman Robert Marchand Jr., Vice-Chairman Michael Connolly, Matthew Burrill, Daniel Guide, and Joseph Simone. Also in attendance were Selectmen's Executive Assistant (EA) Robyn Sparks. The non-public meeting was scheduled for after the public session and the minutes were typed EA Sparks and transcribed by Selectman Burrill. The public meeting minutes were transcribed and typed by EA Sparks.

Interim Town Administrator James O'Mara was not present and was excused from this meeting.

2. Pledge of Allegiance

3. Citizen's Input

No discussion.

4. Administration

4.1 Municipal Bridge Payment

Selectman Simone acknowledged the receipt of a onetime payment from the NH DOT Bridge payment in the amount of \$18,479.46 received December 2023. Public hearing is required and will be posted for January 2, 2024. Seconded by Selectman Guide. 5-0 with a unanimous vote.

4.2 Food Pantry Donations

Selectman Simone acknowledged the generous donations to the Newton Food Pantry of \$100.00 from Lea & Laurence Zurek, Jr, \$200.00 gift card donations from Sue Davidson, and \$500.00 gift card donation from an anonymous donor. He also recognized the \$100.00 donation Jack & Madeline Kozec.

Chairman Marchand and the Selectboard recognized all the people who have donated to the food pantry.

Please check subsequent minutes for approval of and/or amendments to these minutes

4.3 Warrant Articles

Chairman Marchand stated the Warrant Articles are still being edited by the Town Administrator, who is not present. This item for discussion is postponed until next meeting. Selectman Burrill announced all Warrant Articles and edits related to a due 9AM, January 2, 2024. The Selectboard stated that if you can't meet the deadline, contact the Town Administrator by December 26th. Selectman Guide asked the status of Recreation's Warrant Article regarding the Boat Ramp. EA Sparks stated the required signatures were obtained and it is in progress.

4.4 2024 Budget

Chairman Marchand stated only one update was received since the budget review. Emergency Management submitted a wage increase request, along with Emergency Management Staff (typically reimbursed by GOVERNMENT) which also includes conservation.

Interim Chief of Police, Rich Kane, asked if the Selectboard received his justification of wages. Chairman Marchand acknowledged and thanked him for being detailed in the justification.

5. Approvals

5.1 Transfer for Emergency Management

Selectman Simone moved to authorize the Bookkeeper to create a check from Newton's General Fund to the Treasurer for \$219,319.74 and to further instruct the Treasurer to deposit the check into the Emergency Management Operating Revolving Fund ending in 3025. Seconded by Selectman Burrill. 5-0 with a unanimous vote.

Diane Morin, Juniper Lane, wanted to clarify stating Emergency Management is making the request, as the Selectboard is responsible for disbursing those funds.

5.2 Fire Department Encumber Funds.

- **1074 Firehouse Innovations**

Chief Alcaindino stated he is requesting to encumber funds if available, in 3 different requests. Selectboard discussion ensued around keeping an accurate balance of accounts, in order to encumber funds and be aware of the availability. The Chief stated he doesn't have an exact balance, as invoices for an unexpected repair just arrived.

Selectmen Simeone moved to encumber \$9,750.00 to come out of the 2023 Fire Department budget #4220303 to pay for Multi Force door training prop provided the funds are available at year-end. Seconded by Selectman Guide. 5-0 with a unanimous vote.

- **1075 Firematic Supply**

Selectman Simone moved to encumber \$7,280.00 to come out of the 2023 Fire Department budget #4220303 to pay for 2 -Tailcoats, 2 -LTO Pants with Harnesses, and 2 Fireman's Ladder Hook with twist locks prices are per STATE bid, provided the funds are available at year-end. Seconded by Selectman Guide. 5-0 with a unanimous vote.

- **1076 Beltronics**

Selectman Simone moved to encumber \$8,725.08 to come out of the 2023 Fire Department budget #4220303 to purchase equipment including batteries, charges, and other related equipment provided the funds are available at year-end. Seconded by Selectman Guide. 5-0 with a unanimous vote.

5.3. Fire Requisition 1073

Selectman Simone moved to approve Requisition # 1073 FD to Bound Tree Medical, in the amount of \$2,350.00 to purchase Sapphire Mult-Therapy Infusion Pump Kit, which is required for the ambulance per N.H. State protocol. Funds to be drawn from the Revolving Ambulance Account. Seconded by Selectman Guide. 5-0 with a unanimous vote.

5.4 Terex-Christmas Tree Disposal

Selectman Simone stated that Newton is working with Terex to recycle Christmas trees. These trees will be used by Terex to test their equipment and heat the building. He is still in talks to finalize the details. There will be no cost for these services. Selectman Burrill stated that Terex, like any other company that Newton works with needs insurance binders to remove anything from the Transfer Station, which is standard practice.

5.5 Insurance Buy Out Policy Amendment

Chairman Marchand stated that upon suggestion of the current Bookkeeper, the Annual Insurance Buyout Policy is paid to employees annually in the month of December. The suggestion is to amend the policy to be paid during each pay period for qualifying employees. This would allow more accurate accounting and provide qualified employees with the money throughout the year.

Selectman Simone moved to accept the suggested amendment of the Insurance Buy Out Policy and make the pay out each pay period and amend the policy. Seconded by Selectman Guide. 5-0 with a unanimous vote.

5.6 Manifests

Selectman Simone moved to approve a withdrawal in the amount of \$5,764.00 from the Cable Committee Revolving Account, for an invoice to RMON Networks. Seconded by Selectman Guide. 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$1,391.45 from the Police Special Detail Account, for an invoice to Wex Bank. Seconded by Selectman Burrill. 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$111.98 from the Emergency Management Checking Account, for a reimbursement payment made to Patrica McCarthy. Seconded by Selectman Burrill. 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$107.00 from the Uniformed Fire Watch Account, for an invoice made payable to East Coast Emergency Outfitter. Seconded by Selectman Guide. 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$402.00 from the Recreation Revolving Account, for an invoice made payable to Duke's State Line Store for catering services. Seconded by Selectman Guide. 5-0 with a unanimous vote.

Selectman Simone moved to approve Vendor Manifest in the amount of \$82,751.25 with a pay date of December 19, 2023, Payments to include \$28,821.12 to G. Melo Disposal Corp and \$18,172.44 to Ford Motor Company. Seconded by Selectman Guide. 5-0 with a unanimous vote.

Selectman Simone moved to approve Vendor Manifest in the amount of \$104,245.63 with a pay date of December 19, 2023, Payments to include a check made to the Newton Treasurer to deposit into the Highway Block Grant account. Seconded by Selectman Guide. 5-0 with a unanimous vote.

Selectman Simone moved to approve payroll manifest in the amount of \$71,948.19 for pay period -December 3rd -16th, with a pay date of December 21 ,2023. This manifest includes \$278.34 in ARPA administrative costs. Seconded by Selectman Guide. 5-0 with a unanimous vote.

5.7 Minutes

Selectman Simone moved to approve and accept the public meeting minutes dated November 29th, 2023, as written. Seconded by Selectman Guide. 5-0 with a unanimous vote.

Chairman Marchand wanted to make sure that the Insurance Buyout Policy would be updated. EA Sparks confirmed.

6. Actions Items New/ Old Business

Selectman Simone stated at the end of the last meeting a motion was made to commission a study group to assist in developing a comprehensive study of the town hall and Gale Library outlining any deficiencies or code issues to be used for future strategy for Municipal Complex to include town hall and the library. Funding to come from the Town Building Trust Fund. The Selectboard is looking for volunteers to join the study group. Selectman Simone will oversee the study group.

- **275 Anniversary Update**

Selectman Simone stated that 275th held their first community gathering last Saturday at the Just Church, community center. It was well received, and Santa Clause was in attendance. The next gathering will be on 1/25/23 at the Hen House.

Selectboard thanked the Just Church for hosting the event and supporting the town.

Selectboard thanked Jack Brotz and Family for donating holiday wreath to the town hall.

Selectman Simone moved to accept Bill Schidigger's generous contribution to the food pantry of \$20.00. Seconded by Selectman Connolly. 5-0 with a unanimous vote.

Selectman Burrill moved to go into non-public session under RSA 91-A:3 II (c) Seconded by Selectman Simone. 5-0 with a unanimous vote.

Chairman Marchand declared the meeting adjourned at 7:37pm.

Respectfully submitted,

Robyn Sparks

Robyn Sparks
Executive Administrative Assistant