



Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, NOVEMBER 8, 2023
TIME: 7:00PM
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 7:03PM. Selectmen in attendance were Chairman Robert Marchand Jr., Vice-Chairman Michael Connolly, Matthew Burrill, Daniel Guide, and Joseph Simone. Also in attendance were Interim Town Administrator (ITA) James O'Mara, and Selectmen's Executive Assistant (EA) Robyn Sparks. The public meeting minutes were transcribed and typed by EA Sparks.

2. Pledge of Allegiance

Selectman Guide announced Newton's Chief of Police's resignation. He then read the letter of resignation effective December 21, 2023, from Chief Jewett in which he thanked the town for the opportunity. The selectboard thanked the Chief for 22 years of service.

3. Citizen's Input

Diane Morin Cable Committee asked if raises or merit increases were to be included in the 2024 budgets. The Selectboard stated it should be included in the departmental budgets.

Joseph Simone of Quaker ST, wanted to thank Vanessa Burrill and the Recreation Commission for their efforts in Trunk-a Treat.

4. Administration

4.1 Fire Department , Line Item Transfer

Chief Alcaindo stated the line item for salaries is overdrawn and is asking permission for \$30,000.00 to be transferred from the Grant Match line. ITA O'Mara stated there are two options, the first being the transfer. The second, is to allow the line to run in the negative, which would depict a realistic picture of costs for budgeting purposes.

Selectman Guide moved to allow the Fire Department's salary line to go into the negative. Seconded by Selectman Connolly. 5-0 with a Unanimous Vote.

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

4.2 Announcements

- **Treats For Troops**

EA Sparks announced the Treat for Troops collection has ended today and thanked Terex for shipping the candy.

- **Transfer Station Closed 11/11 & Town Offices Closed 11/13**

EMD McCarthy stated she will program the digital sign to announce the closing on Thanksgiving as well.

- **Recruitment Process-MRI**

ITA O'Mara stated MRI is the abbreviation for Municipal Resources Inc, a company that provides resources to municipalities in transition. The proposal is for MRI to conduct the recruitment for a new permanent Police Chief. The void is currently being filled by MRI employee Rich Kane, who retired as Police Chief from Exter NH.

Selectman Simone moved to approve the Recruitment contract with MRI and authorize the Chairman to sign on behalf of the Town. Seconded by Selectman Connolly. 5-0 with a unanimous vote.

5. Staff Reports

5.1 Tower Presentations -Vertex Towers, LLC

Brendan Gill, Director of Site Acquisitions for Vertex Towers, LLC, handed out packets containing information referencing building a tower on town property. He stated that Vertex has installed many towers and is familiar working with local and state government. Mr. Gill acknowledged the proposed install behind the Transfer Station, but presented the idea of a more favorable location near Maple Ave. Stating the Transfer Station could present a problem because its near wetlands, which could interfere with equipment. Maple Ave has the visual coverage for the 190ft proposed tower, yet provides the elevation needed.

The town would possess the top space on the tower, which would help with municipal safety reception. Once the agreement is signed by the parties, standard installation protocols would be required, estimating 3 months to begin installation. He then stated the tower installation is weather permitting but could be an additional 1-2months.

Selectman Simone asked about coverage near Newton Junction. Mr. Gill stated it would be covered by Plaistow NH's tower, which would include the installation of a repeater.

Mr. Gill stated Newton would receive 30% of all gross revenue on the tower. Selectman Simone asked for a snapshot of gross revenue when rented.

Vertex would also be responsible for maintenance of the land and access road. Mr. Gill asked the Selectboard what the process was for leasing the land, stating that it required a ten year lease with longer options. Selectman Burrill stated it would go on a Warrant and be reviewed by Town Counsel.

Mr. Gill stated he would send the proposed revenues to the Selectboard.

Diane Morin of Juniper Lane asked the Selectboard to consider the road work being done on Maple Ave. She then stated that a bond should be presented to protect the town if the company were to go bankrupt. Mr. Gill stated the bond is standard procedure.

5.2 2024 Budget Presentations

The Selectboard asked the residents to consider the effects of the proposed budget and urged them to get involved in the process. Chairman Marchand stated that Building would not present tonight. Sam Zannini, Building Inspector, was not able to attend due to a family illness, further stating that the town's thoughts and prayers were with them.

- **2024 Budget -Recreation**

Rick Faulkner presented the 2024 proposed budget on behalf of the Recreation Commission. The budget was presented with a request for an increase postage line of \$340.00 and \$2,000.00 for the salary line.

ITA O'Mara stated that the town is working on reducing the number of warrant articles and the department heads should include specialized costs in the department's operating budget.

- **Transfer Station**

Peter Gagnon, Manager of the Transfer Station presented the 2024 proposed budget. He stated that mailing vouchers presents a higher cost than printing. He suggested handing the vouchers out at the Transfer Station. ITA O'Mara asked if there were any lines that would go into deficit. He responded with Hauling and Disposal. The Selectboard suggested that the budget include realistic numbers with any increased figures within contracts.

Selectman Burrill moved to accept the Recreation draft budget for the inclusion in the overall draft as written. Seconded by Selectman Simone. 5-0 with a unanimous vote.

Selectman Burrill summarized that the Fire Salary line and Transfer Station's Trash Hauling, and disposal budget line are all in deficit. The Selectboard asked again for a more realistic picture of costs and would review the budget again.

- **Conservation**

Trisha McCarthy Secretary for Conservation presented the 2024 proposed budget, who stated she may have additional engineering costs and was not sure if they would affect the 2023 or 2024 budget. Secretary McCarthy stated that the budget funds left over roll into the Conservation Fund, which is used to buy property.

Secretary McCarthy stated that there is an error in the Conservation payroll. There was an error showing payroll charges in January. However, when Secretary McCarthy submits her payroll for the current year, it will not exceed the line.

Conservation voted that they will no longer be responsible for legal costs, it will be the responsibility of the developer. This costs will be covered by the advertising line item.

Secretary McCarthy will make these changes which will be reviewed by the Selectboard at the next meeting.

- **Cemetery Trustees**

Bill Landry, Cemetery Trustees level funded the budget. There are no deficits in his current budget. Mr. Landry would like to get a stipend for the Trustee positions in the future.

Selectman Burrill moved to accept the Cemetery draft budget for the inclusion in the overall draft as written. Seconded by Selectman Simone. 5-0 with a unanimous vote.

- **Cable Committee**

Diane Morin presented the Cable Committee budget which she stated is level funded. The budget did not include and increases for the employees. Diane stated she would adjust her budget and included the wage increases.

Selectman Burrill stated that all department heads should include wage increases in budget and the justification. The Selectboard asked the department heads to include a fair increase. If they struggle to define a percentage, they could reference the COLA standard which is 3.5 %.

ITA O'Mara stated he would send an email asking all department heads to include raises in upcoming budget presentations.

- **General Assistance**

ITA O'Mara presented the General Assistance budget on behalf of Tina O'Rourke. He began by stating the budget has not changed, however, the rent is over extended. Although the rent is trending in a deficit, it does not affect the entire budget.

Selectman Burrill moved to accept the General Assistance draft budget for the inclusion in the overall draft as written. Seconded by Selectman Connolly. 5-0 with a unanimous vote.

- **Assessing**

ITA O'Mara stated that Newton contracts the Assessor. The Assessing Fund is the salary line. The budget is level funded.

Selectman Guide asked if the budget would change with a 5 year assessment.

ITA O'Mara replied yes and stated that it's guesstimated to cost \$50,000.00. In the future a Capital Reserve Fund could be established to help with revelations.

Selectman Burrill moved to accept the Assessing draft budget for the inclusion in the overall draft budget as written. Seconded by Selectman Connolly. 5-0 with a unanimous vote.

- **Health Office**

ITA O'Mara stated this budget contains one line for office supplies and is level funded.

Selectman Burrill moved to accept the Health draft budget for the inclusion in the overall draft as written. Seconded by Selectman Connolly. 5-0 with a unanimous vote.

5.3 ARPA Update

ARPA

Emergency Management Director (EMD) Trisha McCarthy stated she has an invoice from KV Partners to be paid from the ARPA funds. The engineering work is time sensitive because it's based on the weather. EMD McCarthy read the invoice for the expansion of Greenie Park totaling \$1,490.00.

Selectman Guide moved to allow KV Partners to do engineering evaluation and use ARPA funds for \$1,490.00. Seconded by Selectman Simone . 5-0 with a unanimous vote.

6. Approvals

6.1 Fire Requesition-1064

Selectman Simone moved to approve Requesition # 1064FD to Firematic Supply Co, in the amount of \$2,700.00 to replace a non-serviceable meter from account # 4220303. Seconded by Selectman Guide . 5-0 with a unanimous vote.

6.2 Police Department Appointments

Part time Police Officer

Selectman Simone moved to appoint Brandon Addonizio as a part time police officer with an effective date of October 9th, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Animal Control Officer

Selectman Simone moved to appoint Thomas Wilson Frascone to the Animal Control Officer position with an effective date of October 16th, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

6.3 Veterans Tax Credit

Selectman Simpme moved to sign veterans tax credit for tax map 13-3-11-81 beginning tax year 2024. Seconded by Selectman Guide . 5-0 with a unanimous vote.

6.4 Manifest

Selectman Simpme moved to approve a withdrawal in the amount of \$1,015.06 from the Cable Revolving Fund, account number 391293, to pay invoices to RMON Networks with a pay date of October 24, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$2,396.00 from the Recreation Revolving Fund with a pay date of October 24, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$6,000.00 from the Conservation Revolving Fund to pay for invoices to KMA Tree Service and S.E.C Surveying & Engineering with a pay date of October 24, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$22,523.66 from the Ambulance Revolving Fund to pay an invoice to AJA Auto Repair LLC for the repair of the ambulance with a pay date of October 24, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve Vendor Manifest in the amount of \$1,208,650.46 with a pay date of October 24,2023.Payment includes \$1,024,271.00 to the Sanborn Regional School District. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve payroll manifest in the amount of \$80,914.50 for pay period -October 8th-21st- 2023, with a pay date of October 26th ,2023. This manifest includes \$82.68 in ARPA administrative costs. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone move to approve Vendor Manifest in the amount of \$654,872.11 with a pay date of November 7th,2023. Payment includes \$547,083.00 to the Rockingham County Treasurer. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$6,482.60 from the Cable Revolving Fund, account number 391293, to pay invoices to RMON Networks in the amount of \$5,764.00 and to Hewlett Packard Financial Services in the amount of \$748.60, with a pay date of November 7, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve a withdrawal in the amount of \$143,915.36 from the Highway Construction Fund with a pay date of November 7, 2023. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone move to approve payroll manifest in the amount of \$46,569.53 for pay period October22nd-November 4th- 2023, with a pay date of November 9,2023. This manifest includes \$41.34 in ARPA administrative costs. Seconded by Selectman Guide . 5-0 with a unanimous vote.

6.5 Minutes

Selectman Simone moved to approve and accept the public meeting minutes dated October 17th , 2023, as written. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve and accept the non- public meeting minutes dated October 17th , 2023, as written. Seconded by Selectman Guide . 5-0 with a unanimous vote.

Selectman Simone moved to approve and accept the non- public meeting minutes dated October 25th ,2023, as written. Seconded by Selectman Guide . 5-0 with a unanimous vote.

7. Action Items New/ Old Business

7.1 Greenie Park Shed

Selectman Simone stated that there was an issue with the Greenie Park shed, but it has been resolved.

Selectman Burrill stated that this is a Recreation issue.

7.2 275th Anniversary Celebration Update

Selectman Simone stated the 275th Anniversary has 25 members but are still looking for more. Progress has been made such as a web page for communications, events have been discussed that can tie in with Ole Home Day.

Selectman Burrill stated there will be a Veterans Celebration for Veterans Day. All are welcome to join for a Saturday breakfast at the Fire Junction. A brief ceremony will be held after to honor the Veterans.

Selectman Simone announced there will be a tree lighting ceremony on December 3rd @the schoolhouse on South Main St.

EMD McCarthy asked that she be considered for the non-public in which the tower companies are discussed.

Selectman Burrill would like department heads to include a summary sheet with their budget presentations.

Chairman Marchand declared the meeting adjourned at 8:05pm.

Respectfully submitted,

Robyn Sparks

Robyn Sparks
Executive Administrative Assistant