



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

**DATE: Tuesday, September 5, 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 6:10PM. Selectmen in attendance were Chairman Robert Marchand Jr., Matthew Burrill, Daniel Guide, and Joseph Simone. Vice Chairman Michael Connolly was present via zoom. Also in attendance were Interim Town Administrator (ITA) James O'Mara, and Selectmen's Executive Assistant (EA) Robyn Sparks. The non-public meeting was held at 5:30 PM and the minutes were transcribed and typed by ITA James O'Mara. The public meeting minutes were transcribed and typed by EA Sparks.

Chairman Marchand stated that there will be a scheduling change made to tonight's agenda. Peter Gagon, Transfer Station Manager, will not be able to attend the meeting until later. Number 5.3 as listed on the agenda: Transfer Station Fees, Payment Methods will be moved until his arrival.

**2. Pledge of Allegiance**

**3. Citizen's Input**

No Discussion.

**4. Administration**

**4.1 Announcements: RFP'S, Update on Gas & Propane Contract**

ITA O'Mara stated Newton currently has two RFP's listed on the website. One for Household Hazardous Waste, with the deadline being September 16@ 4:00PM. The other is for Ground Maintenance due by September 14<sup>th</sup> @4:00PM.

ITA O'Mara stated he has signed the contract for fuel with Palmer Gas & Oil for a unit price of \$2.775. This saving was made possible by joining the contract price with the school. However, the Town was not able to do the same with the propane contract. Palmer Gas & Oil offered a saving of \$ .50 for propane, pricing \$1.99 a unit. ITA O'Mara states that this was the lowest bid and he supports the agreement.

**Selectman Guide moved to award the propane fuel bid to Palmer Gas and Oil Fuel out of Atkinson NH at a price per gallon of \$1.49. Palmer is the lowest qualified bidder. He further move to authorize the Town Administrator to sign the contract on behalf of the Board.**

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

**Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide- aye, Simone-aye.**

#### **4.2 Ambulance Purchase & EMS Contract**

ITA O'Mara stated although the Fire Chief was not able to attend tonight's meeting, he did send representation. He also received 3 Ambulance proposals. Allegiance Fire & Rescue and Bulldog had a delivery date of 2026 and were not able to commit to a final price due to changes within the industry. Greenwood Emergency Vehicles proposed a 2023 Horton Ambulance for \$378,500.00, payment is due upon delivery. ITA O'Mara stated the funding for the purchase would not come from the current budget but would be divided amongst the following 4 accounts: Fire Apparatus Account, Ambulance Service Revolving Account, ARPA Grant, and Emergency Operating Revolving Account.

Selectman Burrill asked if the use of these accounts complied with DRA guidelines. ITA O'Mara stated the DRA has not weighed in but can confirm that the Fire Apparatus Fund Account is for the purpose of purchasing Emergency vehicle equipment. Further stating the Ambulance Service Revolving and Emergency Operating Revolving account can be used as directed by the Selectboard. The ARPA committee agreed to contribute funds to the purchase.

Chairman Marchand stated that one of the stipulations is that the Greenwood contract needs to be signed by tomorrow or the price will increase.

Lieutenant Peter Janeliunas of the Fire Department shared that the current town ambulance is out of service. There is currently only town contracted services and EMS.

**Selectman Simone moved to go forward with the ambulance from Greenwood-Horton not to exceed \$380,000.00, with the money to come from Fire Apparatus Account Capital Reserve Funds, Ambulance Service Revolving Account, ARPA Grant, and Emergency Operating Revolving Fund. Seconded by Selectman Guide. Marchand-aye, Connolly-aye, Burrill-aye, Guide- aye, Simone-aye.**

Chairman Marchand stated that the purchase is a result of the town's current contracted ambulance company being sold. The new owners are concerned with profit, which directly affects the town and the cost of services. Further stating the town's contracted ambulance will be shared with larger communities but charged the same amount. This will also increase the call times during emergencies if the ambulance is out on call in another community.

Emergency Management Director (EMD) Trisha McCarthy stated the town is in a current contract until February 28<sup>th</sup>, 2024.

Lieutenant Peter Janeliunas of the Fire Department stated that if the EMS contract is signed, clear outlines for response time need to be included, it is a lifesaving matter.

## **5. Staff Reports**

### **5.1 Lease of Land-Cellular Tower Update**

EMD McCarthy stated that she is currently gathering information from three separate companies which have issued interests in leasing the land for a cellular tower. She has had meetings with two of the companies. Both companies have chosen a possible location. Each company has five spots on the tower and have agreed to give public safety the top spot, which will help with reception. The percentage of revenue returned to the town differs between the companies.

EMD McCarthy is waiting to hear from the third company, who already has a tower in town. She states the cost to the town is zero and any cost incurred will be covered by the chosen company.

Chairman Marchand asked if the companies would present at a future meeting and ITA stated he would like to view the contracts. ITA O'Mara asked the Selectboard if they support the idea of moving forward. All agreed.

ITA O'Mara stated all vendors should present at the same meeting. The town is not providing specs, rather than looking at the most favorable location.

## **5.2 ARPA, EOC, Conservation Updates**

### **ARPA**

EMD McCarthy stated ARPA did approve of putting \$80,000.00 toward the ambulance purchase. The grills and table dedicated to park and the beach have been delivered at no extra charge.

### **EOC**

EMD McCarthy stated she has recently helped deliver fans to residents during the rise in temperature.

### **Conservation**

Conservation landscape cleanup for invasive weeds has begun. Conservation will soon begin to address the signage on the trails.

## **6. Approvals**

### **6.1 MS 232-Accept**

**Selectman Guide moved to accept and sign MS-232 Report of Appropriations Actually Voted. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

### **6.2 MS1-Assesing**

**Selectman Guide moved to accept and sign the DRA MS-1 Summary Inventory of Valuation as recommended by our contract Assessor. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

### **6.3 F/R Vehicle Funding Sources**

ITA O'Mara stated this was covered in the discussion of purchasing the ambulance.

### **6.4 Manifests**

**Selected Guide moved to withdraw the amount of \$3,300.00 from the Recreation account to pay an invoice to Royal Tours. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

**Selectman Guide moved to approve a withdrawal in the amount of \$774.70 from the Cable Revolving Fund, account number 391293, to pay for an invoice to HP Financial Services and RMON Networks. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

**Selectman Guide moved to approve a withdrawal in the amount of \$100.00 from the Emergency Management Fund dated August 29, 2023, to pay for an invoice to Estabrook's Garage. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

**Selectman Guide moved to approve the vendor manifest in the amount of \$50.00 dated August 29, 2023, to pay for an invoice to The State of New Hampshire, Department of Environmental Services. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

**Selectman Guide moved to approve the vendor manifest in the amount of \$1,500.00 dated August 29, 2023, to pay for an invoice to KMA Tree Service. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

**Selectman Guide moved to approve payroll manifest in the amount of \$73,858.47 for pay period August 13th -August 26th, 2023, with a pay date of August 31, 2023. This manifest includes \$217.04 in ARPA administrative costs. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

#### **6.5 Minutes**

**Selectman Guide moved to accept the public meeting minutes dated August 15, 2023, as written. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

**Selectman Guide moved to accept the non-public meeting minutes dated August 15, 2023, as written. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

**Selectman Burrill prior to the public meeting -moved to seal the non-public minutes pursuant to NH RSA 91-A:3, II (c) be sealed from the meeting until such time as the majority of the Board deems the circumstances no longer apply. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

#### **Transfer Station Fees & Payment Methods**

Transfer Station Manager Peter Gagon proposed a fee schedule increase for certain items for both residents and Non-residents. He suggested adding a bulk barrel or bag of waste, would cost the resident's \$5.00, TV's would be \$20.00 for any size, and all mattress disposal is \$80.00. Non resident's price increase is proposed as the following \$100.00- mattress, \$60.00- sofa, \$40.00- chair, and \$10.00 plastic dishwasher. Peter suggested no longer accepting batteries or bulbs from non-residents.

ITA O'Mara asked for a timeline for the increase and October 1<sup>st</sup> was agreed upon.

Selectman Guide stated that G Mello's current contract includes mattresses, yet they are invoicing the town. Peter responded by stating G Mello was affected by the Massachusetts state guidelines which were implemented over the last year.

Chairman Marchand stated the Transfer Station is sourcing the idea to accept only electronic payments. Peter stated he's unable to adopt only electronic payment at this present time due to a technical difficulty that is being addressed by town IT. ITA O'Mara stated when the issue is resolved, the Select Board can then evaluate the payment methods.

ITA O'Mara stated the Transfer Station did receive a quote to repair the chain link fence, which was the only quote. ITA O'Mara stated there was a lack of interest from companies to bid on this project.

**Selectman Guide moved to fix the fence at the Transfer Station, not to exceed \$3,200.00. Seconded by Selectman Simone. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

Peter stated the oil tank will be moved to meet OSHA regulations. Selectman Guide suggested moving the containers, allowing the traffic to better flow. Chairman Marchand suggested cleaning up the compost area. Selectman Simone suggested giving pallets to the residents, however, Peter stated that this would not comply with the guidelines of the town's insurance company. Selectman Guide suggested regulating the "Free pile" and to limit items with fabric.

**Selectman Burrill moved to amend the Fee Schedule for Newton and Out of Town Residents as recommended by the Transfer Station Manager. Seconded by Selectman Guide. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

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

Chairman Marchand stated that at the next Selectboard meeting the amended Code of Ethics will be reviewed and encouraged residents to read it before the meeting date.

Selectman Simone stated that Newton's 275<sup>th</sup> Anniversary is coming up and stated that volunteers are needed to create a committee of residents.

Selectman Burrill asked residents to participate in a poll on Recreation's Facebook regarding the town's trick or treating schedule.

ITA O'Mara stated the following announcements: Newton's town audit will take place during the week of September 25<sup>th</sup>. Veteran Affairs is holding a Women's Town Hall and Health Fair on September 9<sup>th</sup> @ 10:00AM.

ITA O'Mara stated MS-DTB Form for the DRA needs a signature from the Selectboard.

**Selectman Simone moved to sign the MS-DTB form that needs to be sent to the DRA. Seconded by Selectman Guide. Marchand-aye, Connolly-aye, Burrill-aye, Guide-aye, Simone-aye.**

Selectman Burrill announced Newton's Olde Home Day September 16, 2023. He also stated the senior BBQ is September 14<sup>th</sup>, and Touch a Truck is September 17<sup>th</sup>.

**Chairman Marchand declared the meeting adjourned at 7:44 pm.**

Respectfully submitted,

*Robyn Sparks*

Robyn Sparks  
Executive Administrative Assistant