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NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, APRIL 21, 2020

TIME: 6:00PM NONPUBLIC

7:00PM PUBLIC

Conference call only

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:00pm. In attendance were Selectmen, Matthew A. Burrill; Chairman, Lawrence B. Foote; Vice-Chairman, Lisa L. Gonyer, Kathryn Michaels, Charles R. Melvin Sr., Town Administrator Nancy J. Wrigley and Selectmen's Secretary Diane M. Morin. The nonpublic session was audio taped. The nonpublic session minutes were transcribed and typed by Town Administrator Wrigley. The public meeting was audio taped. The public meeting minutes were transcribed and typed by Secretary Morin.

Nonpublic Session under RSA 91-A:3 II (b) – Hiring New Employee, (c) – Reputation

Selectman Burrill moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (b) – Hiring New Employee. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Melvin – aye

Selectmen Gonyer and Michaels joined the conference call.

Selectman Foote moved to close the non-public session at 6:15pm. Seconded by Selectman Gonyer. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye

Selectman Foote moved to go into non-public session at 6:15pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Gonyer. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye

Selectman Melvin moved to close the non-public session at 6:57pm. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye

The public portion of the meeting began at 7:00pm.

On the conference call were Trisha McCarthy, Cheryl Saunders, Franco Rossi, and members of the public.

Selectman Gonyer moved that the Board just came out of a non-public session under RSA 91-A: 3 II (b) - (c) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye

II. Scheduled Business

A. Digitizing Tax Maps –

a. CAI Technologies

Mr. Franco Rossi, President of CAI Technologies addressed the Board. He reviewed his company history and stated that his company has been providing the Town with tax maps for several years. It is now cost prohibitive to continue with this process and recommends the Town move to digital tax maps. The new maps will be more accurate and will have added features. CAI will recompile all the data from aerial maps and data provided by the Town. Other companies take the existing maps and digitize them with the current data.

Selectman Gonyer confirmed with Mr. Rossi that the Town would receive a full and reduced set of tax maps. They will also provide a GIS version of the data and if the Town chooses, will host the tax maps online using a GIS application. They will also maintain and update the tax maps for a fee.

Selectman Gonyer asked about the Town's responsibility for maintaining the tabular database. Mr. Rossi explained that is usually done through the Town's assessing software which Newton uses Avitar for. Any updates to the assessing database are updated in the GIS database by running an application.

Secretary Morin asked what the differences on the proposal and the fee for maintenance and the GIS service. Mr. Rossi explained that the hosting service is different than maintenance fee.

Mrs. McCarthy asked if clear overlays that show bodies of water, wetlands and aquifers would be available. Mr. Rossi stated that whatever overlays are available in GIS form will be included.

Selectman Michaels asked if the \$3000.00 fee is for maintenance or for hosting the GIS maps online. Mr. Rossi explained that they are both different. The \$3000.00 is for hosting the GIS data online. Maintaining the GIS maps is a separate service.

Mr. Rossi commented that if the data is recompiled correctly there will be features that can be easily added to the maps.

Chairman Burrill stated that the Board will take what Mr. Rossi has told them under advisement and will have an answer for him as soon as possible.

Mr. Rossi left the meeting at 7:18pm.

B. Fire/Rescue Station

a. Sprinkler system update

Secretary Morin stated that she contacted Construction Manager Pivero via text messaging and that he has no update.

C. COVID-19 payroll instructions for Bookkeeper

Chairman Burrill stated that the Board has decided to instruct the Bookkeeper to process the payroll for displaced COVID-19 employees the same way as the last payroll for pay period April 12 -- 25, 2020.

D. Selectman Gonyer moved per RSA 31:95-b accept and expend unanticipated funds to Food Pantry from an anonymous donor in the amount of \$500.00. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

E. Butler Building – Building Coordinator

Chairman Burrill explained that this building is located at 8 Merrimac Road and is used by different departments for storage. At this time, the Board would like to table for a later meeting.

Selectman Melvin asked for more details. Chairman Burrill stated that even though the bays are assigned to different departments there is equipment from all the departments in various bays. The coordinator would assign areas to make the best use of the space.

III. Other Business

A. Manifests

Selectman Michaels moved to sign vendor manifest dated April 21, 2020 in the amount of \$39,695.50. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

Selectman Michaels moved to sign vendor manifest New Fire/Rescue Station dated April 21, 2020 in the amount of \$680.00. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

Selectman Michaels moved to sign cable vendor manifest dated April 21, 2020 in the amount of \$7,010.45. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

Selectman Gonyer announced that the Board signed payroll manifest for pay period March 29 – April 11, 2020 with a pay date of April 16, 2020.

B. Veterans Tax Credit

Selectman Gonyer moved to sign Veterans tax credit for tax map 7-3-30 for tax year 2020. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

IV. Scheduled Business - Continued

A. Digitizing Tax Maps – Continuation

a. Tighe & Bond

Mr. Nathaniel Norton and Ms. Kristin Kelly from Tighe & Bond joined the meeting at 7:24pm and addressed the Board. Mr. Norton provided the Board with information about Tighe and Bond's business. He reviewed the bid that was proposed and explained that the company responded directly to the RFP.

Ms. Kelly addressed the Board and explained that the company has years of experience in converting tax maps to GIS platform. She explained that they would use existing aerial maps, parcel data from the State and Town tax maps. There is a lot of work that needs to be done up front but once all the data is updated, it will be easy to maintain. They will work with the Assessor to ensure the maps have all the layers the Town requires.

Selectman Michaels asked what the difference is between recompile and convert the database. Ms. Kelly stated they would use the best available data that is already in a GIS format. She was not sure what the other company meant by recompile the database.

Selectman Gonyer asked what happens to the data once it is compiled. Ms. Kelly stated that they create the GIS layer which is made up of different databases. The GIS data is then used to create the parcel tax maps. Selectman Gonyer asked if the Town will receive a file. Ms. Kelly stated yes, the Town would receive a GIS formatted file. The Town would need GIS software to be able to use the file. They offer a hosting service that would host the GIS database and would be available to the public.

Mrs. McCarthy asked if they could provide overlays that showed bodies of water, wetlands, and aquifers. Ms. Kelly stated that if the data is available, they can incorporate it into the GIS database.

Secretary Morin asked how the Town keeps the GIS database updated. Ms. Kelly stated that their company does provide a service on a yearly basis and the cost depends on the number of changes needed. Secretary Morin asked if they offer a hosting service. Ms. Kelly stated that they could provide a cost for the hosting service. Mr. Norton expanded on the hosting service. The Town should budget for a yearly maintenance and hosting service. Mr. Norton will provide the cost for these services.

The Board will wait for the cost of the extra services before deciding whether to choose Tighe and Bond. They will notify Mr. Norton and Ms. Kelly as soon as possible when the decision is made.

Mr. Norton and Ms. Kelly left the meeting at 7:51pm.

V. Approval of Minutes

Selectman Gonyer moved to accept the nonpublic meeting minutes dated April 13, 2020 as written. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

Selectman Gonyer moved to accept the public meeting minutes dated April 15 and April 17, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

VI. Announcements

Chairman Burrill, on behalf of the Board, would like to thank all the essential employees who have been doing an outstanding job especially the staff at the Transfer Station, our EMT's, Firefighters and Police Officers. A special thank you to EMD Larry Foote and Deputy Assistant Trisha McCarthy for keeping everyone up to date on the COVID-19 pandemic. The non-essential employees who have found ways to continue to perform their jobs in new ways. To the Board itself for being on all the conference calls and keeping the Town running. And to all the residents of the Town for following the stay at home order.

VII. Adjourn

Selectman Melvin moved to adjourn at 7:58pm. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary