



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

DATE: TUESDAY, JUNE 2, 2020

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:03pm.

Using Zoom video was Chairman Matthew A. Burrill, Selectmen Lisa L. Gonyer, Kathryn Michaels, Town Administrator Nancy Wrigley, and Secretary Diane Morin. Using the phone dial-in option were Selectmen Lawrence B. Foote and Charles R. Melvin Sr. The public session was videotaped. The public meeting minutes were transcribed and typed by Secretary Morin. The nonpublic session minutes were typed and transcribed by Town Administrator Wrigley.

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

Selectman Foote moved to go into non-public session at 6:03pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Melvin with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Gonyer moved to close the non-public session at 6:19pm. Seconded by Selectman Melvin with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Gonyer moved to go into non-public session at 6:19pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Michaels with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Melvin moved to close the non-public session at 7:06pm. Seconded by Selectman Michaels with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

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

Chairman Burrill called the public portion of the meeting back to order at 7:07pm.

As Chairman of the Board of Selectmen for the Town of Newton NH, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in

accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe or listen contemporaneously to this meeting which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Utilizing Zoom Conference Call for this electronic meeting. All members of the Board have the ability to communicate during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646 876 9923. Meeting ID number is 9040457732. Or using the link provided here: <https://us02web.zoom.us/j/9040457732>

We previously gave the notice to the public of the necessary information for accessing the meeting, including how to access the conference call via phone.

If anyone has a problem, please email BOSSecretary@newtonnh.net. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

II. Scheduled Business

A. Greenie Park – Playground equipment proposal

Chairman Burrill reviewed the current condition of the playground equipment at Greenie Park. The equipment is old and needs replacement. The Friends of Recreation have spearheaded an effort to raise funds to replace the equipment and the sand with wood chips. The group has raised \$9,000.00 and will be donating it to the Town. They placed a petition warrant article on the 2020 Town Ballot requesting \$25,000.00 and the warrant article passed. Now the group is looking to move forward with the project. The estimated cost of the project is \$62,605.00. They are asking the Board to fund the remainder of the cost, \$28,605.00.

Ms. Jackie Rich addressed the Board and stated that the group is still working on raising funds for the project. She has spoken to the equipment vendor and there is a 2-month lead time for ordering the equipment.

Selectman Gonyer stated that the group does not qualify for the Town to give money to them even if it will benefit the Town. The Town will be handling the project and will pay out invoices. The reason for this is the equipment is on Town property which makes the Town responsible for maintenance and repairs.

Chairman Burrill stated that the \$9,000.00 is up to the group to decide how to donate to the Town. They could give the money in a lump sum or purchase a piece of equipment and donate it.

Selectman Michaels stated that this would be a cooperative effort between the Town and the Friends of Recreation.

Chairman Burrill recommends that Mr. Mike Pivero from Eastern Seaboard Concrete Construction be the project manager. And that he would be the Board's liaison for the project. Mr. Pivero will be doing the site work at no charge to the Town. The Board agreed to have Mr. Pivero be the project manager.

Mr. Pivero addressed the Board. He will take the plans from the group and implement them. He was concerned that volunteers would be used to assemble the equipment. Erin from the group stated that it would be assembled by the company and that it is built into the estimate. Mr. Pivero will work with the group to complete the project.

Selectman Michaels asked if the Town's insurance premium would increase. Town Administrator Wrigley stated it would not.

Selectman Gonyer stated that as invoices are submitted the Board will need to decide where the funds will come from to pay the invoices. It could come from the warrant article, the Recreation Revolving Fund, or some other budget.

Selectman Foote moved to use funds from the Recreation Revolving Fund for the playground revitalization project at Greenie Park, not to exceed \$28,500.00. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

The Friends of Recreation thanked the Board for their assistance on getting the project underway. And a special thank you to Mike Pivero for his time and labor on the project.

B. Fire/Rescue Station

a. Sprinkler system update

Construction Manager (CM) Pivero informed the Board that he would be meeting with a representative from Carter Sprinkler System to verify all the calculations are accurate. He hopes to be ordering the water storage tanks once the numbers are verified.

CM Pivero addressed the Board and stated that he was told that Selectman Foote commented to people at the Fire Department that CM Pivero should not be working other jobs but should be devoting his time to the sprinkler system at the Fire Station. CM Pivero went on to say that he was working with another Town department on his own time and did not appreciate Selectman Foote's negative comments. He would like the Board to know that if this happens again that he will withdraw from the project.

Selectman Gonyer stated that no one Selectman speaks for the Board. CM Pivero agreed but stated that unless the person clarifies that he/she is not speaking as a Selectman then the perceived notion is, he/she is speaking for the Board.

Selectman Foote stated he does not have any comment in a public meeting.

Chairman Burrill stated that as a Board we need to be mindful of what we say in public. He stated that the current situation appears to be a personality conflict and he hopes both parties can put aside their difference to get the project completed.

Selectman Gonyer stated that negative comments should be done in a nonpublic session.

C. Fire Chief Alcainho –

a. Forestry Department equipment issues

Chief Alcainho informed the Board that the 1983 Forestry water tanker is leaking and not repairable. The vendor recommends replacing the truck with a new one. Selectman Gonyer asked what is being used now for a replacement. Chief Alcainho stated that the truck is back in service using half the water capacity.

b. Hydrant maintenance

Chief Alcainho asked who is responsible for maintaining the dry hydrants and cisterns within the Town. Chairman Burrill stated that there does not seem to be a process in place for maintenance.

Selectman Melvin stated that the Town is supposed to take ownership once the developer has finished the project.

Town Administrator Wrigley stated that the Planning Board is not mandating the cisterns be deeded to the Town. Chairman Burrill asked to have a memo sent to the Planning Board asking what their process is in writing or have a member of the Planning Board attend a Board of Selectmen meeting. It may come to having a line item in the budget for maintenance of the cisterns

Chief Alcainho stated that he is not sure the status of any of the cisterns whether they work or even have water.

The Board requested a representative from the Planning Board be at their June 16, 2020 meeting or something in writing explaining the process they use.

Chief Alcainho will speak with one of the Fire Department Members that is also on the Planning Board to see if he can help the Board understand the Planning Board process.

c. Forest Fire bill from May 27, 2020

Town Administrator (TA) Wrigley stated that there is a bill submitted by Forest Fire Warden Ingalls to go to the State for 50% reimbursement of the cost to put out the fire. TA Wrigley stated that she learned today that the firefighters were paid out of the Fire Department payroll and not the Forest Fire payroll.

Chief Alcainho stated that when there is a grass or brush fire, the payroll comes out of the Fire Department budget.

The Board requested that the stakeholders work offline to resolve the issue. Then bring it to the Board for signatures if needed.

Selectman Michaels stepped away for a personal issue.

D. Chief Jewett – Request for PC accessories and software

Chief Jewett stated that new PC's do not fit in the old docking stations in 3 cruisers. These new docking stations would be able to be used in future vehicles.

Selectman Gonyer moved to authorize Chief Jewett to purchase 3 docking stations for a total cost of \$3,288.00. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

Chief Jewett reviewed the IMC Administrator software he is requesting. The software will allow him to bill special details, provide budgeting reports and expense reports on the cruisers. This software will replace several old software applications that can no longer run on the latest operating system.

Selectman Gonyer asked if Chief Jewett foresees an extra cost for an onsite trainer. Chief Jewett stated he would go to the vendor for training if needed.

Selectman Gonyer moved to authorize Chief Jewett to purchase from Tritech the IMC Administrator Software for a total cost of \$5,360.00. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Foote – aye, Melvin – aye.

E. Review interest on late property tax payments

Tax Collector McCullough addressed the Board. She informed them that property taxes are due July 1, 2020 and that 8% interest will be charged on unpaid balances. She is asking the Board if they would like to waive the interest for a specific amount of time due to the COVID-19 pandemic.

The Board discussed how long to extend the deadline.

Selectman Gonyer moved to extend the due date for the first half tax bill for 2020 from July 1 to September 1, 2020. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

F. Selectman Gonyer moved to accept and expend per RSA 31:95-b unanticipated funds to the Food Pantry from Sharon Norman in the amount of \$250.00 in Market Basket gift cards. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

G. Selectman Gonyer moved to accept and expend per RSA 31:95-b unanticipated funds to the Food Pantry from Lea and Laurence Zurek Jr. in the amount of \$100.00. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

III. Other Business

A. Land Use Change – Tax Bill

Town Administrator Wrigley stated that there are 2 land use change tax bills that need a minimum of 3 Selectmen to sign and that it cannot be done electronically. Selectman Melvin has already signed. Selectman Foote and Chairman Burrill will stop by the Town Hall to sign.

B. Porta-Potties – Town Beach and Greenie Park

Chairman Burrill stated that the porta-potties have been delivered to the Town Beach and Greenie Park. He stated that porta-potties are high theft risk due to the COVID-19 pandemic. The vendor will be installing locks on them. The Lifeguards will have the code to unlock them while they are on duty. At Greenie Park, a patrol office will lock them on their patrol.

They will not be cleaned after each use and signage will be put on them informing the user of the risk. Selectman Foote will ask on his EOC COVID-19 briefing how other Towns are handling cleaning porta-potties.

C. Signature for survey work at 35 South Main Street

Selectman Melvin stated that the deposit for the survey was not on the manifest and it needs to be done so the surveyor can begin his work. The amount of the deposit required is \$1,500.00.

D. Manifest

Selectman Gonyer moved to add \$1,500 to the vendor manifest and to sign vendor manifest dated June 2, 2020 in the amount of \$844,661.64 of that \$777,879.00 goes towards the June Sanborn Regional School District payment and \$1,500 towards S.E.C for survey work at 35 South Main Street. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer announced that the Board signed payroll manifest pay period May 10 – 23, 2020 with a pay date of May 28, 2020 on May 26, 2020.

Chairman Burrill moved to approve \$500 to Hodgie's Ice Cream for an employee recognition event. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

IV. Approval of Minutes

Selectman Gonyer moved to accept the non-public and public meeting minutes dated May 27, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

The Board would like to thank MaryJo McCullough, Cheryl Saunders, Kim Hughes, Nancy Wrigley, and Diane Morin for their continued service to the Town.

V. Adjourn

Selectman Gonyer moved to adjourn at 8:44pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary