



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, OCTOBER 20, 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 6:00pm. In attendance were Selectmen, Matthew A. Burrill; Chairman, Lawrence B. Foote; Vice-Chairman, Lisa L. Gonyer, Charles R. Melvin Sr., Town Administrator Nancy J. Wrigley, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was audio and video taped; the public meeting minutes and a portion of the non-public session minutes were transcribed and typed by Secretary Morin. A portion of the non-public session minutes were transcribed and typed by Town Administrator Wrigley. Selectman Kathryn Michaels attended the meeting via phone. No other persons were with her in the room.

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

**Selectman Gonyer moved to go into non-public session at 6:01pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to close the non-public session at 6:18pm. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to go into non-public session at 6:18pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Foote 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 6:25pm. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 6:25pm. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**Selectman Gonyer moved to close the non-public session at 6:45pm. Seconded by Selectman Foote 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 6:45pm under RSA 91-A: 3 II (c) – Reputation. 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 7:02pm. Seconded by Selectman Foote with a unanimous roll call vote: 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.

II. Scheduled Business

**A. Review Town Hall meeting guidelines**

Chairman Burrill read the guidelines and asked if any changes were needed. No changes were needed.

**B. EOC COVID-19 Update**

Selectman Foote provided an update on the State conference calls the members of the EOC attended. He provided the latest statistics provided by the State. Some schools have had to return to remote learning. The Governor has extended the State of Emergency Order until November 15, 2020.

The EOC is in the process of submitting the last GOFERR grant and the second FEMA grant.

Selectman Foote stated that the State issued guidelines for safely using playground equipment are on the EOC website. Chairman Burrill stated that new playground equipment will be installed and is hopeful the weather will good so it can be used.

The Board discussed how to keep the equipment sanitized. A hand sanitizing station will be placed near the playground equipment. Signage will be posted informing residents that the equipment is used at their own risk.

**Selectman Gonyer moved to authorize the use of the playground equipment per State guidelines. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**C. Review – D&J Landscaping contract**

Secretary Morin informed the Board the contract does include an escape clause. The term is for 3-years and can be terminated with or without cause with a 30 day notice.

**Selectman Gonyer moved to authorize the Chairman to sign the landscaping contract with D&J Landscaping for a 3-year term. Seconded by Chairman Burrill for discussion.**

Selectman Melvin and Foote thought the contract was for 1-year. Secretary Morin stated that with the escapes clause the contract can be terminated with or without cause at any time provided 30 day notice is given.

Chairman Burrill stated that the Town is locking in a price for 3 years.

Mr. William Landry addressed the Board and stated that the Cemetery Trustees have been using D&J Landscaping for the past 2 years and have been very happy with the work the company does for the Trustees.

**The motion passed. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

Selectman Melvin opposed because he stated the Board had asked for a 1-year contract. Selectman Foote stated it is still a 1-year contract with the escape clause.

**D. Department Report**

**a. Transfer Station**

Transfer Station Manager (TSM) Pete Gagnon presented his quarterly report. The 2020 budget is on point. Earlier in the year the recycling rate per tonnage was \$35.00. The rate has dropped to \$5.00 per tonnage. The tonnage on cardboard has gone down because we are not accepting cardboard from surrounding towns. He asked that all co-mingled recyclables be washed prior to recycling.

The Transfer Station has resumed taking bulk items for a fee from surrounding towns.

Chairman Burrill asked if we are getting more tonnage in the dumpster now that we have a tractor that can crush the debris. TSM Gagnon stated that crushing the debris has doubled the amount of tonnage in the dumpsters which leads to less hauling fees.

Chairman Burrill asked if there were any opportunities that the Town should investigate. TSM Gagnon stated that one possibility is to accept out of town yard waste. There would be no issues with grass and leaves but the brush could be an issue.

The Board thanked the Transfer Station employees for their hard work during the pandemic.

**b. Fire Department**

Chief Alcainho presented his quarterly report. He wanted to thank the Board and the Town for allowing the Fire Department to increase the fire department budgets over the years which allowed them to purchase life safety equipment. He reviewed the budget and stated that due to the pandemic, there was a need for more EMS personnel to maintain 24x7 coverage from mid-March to mid-June, the salary budget item will have expended more than in 2019.

The department is always looking for qualified personnel. There are currently 24 members on the roster.

Chief Alcainho reviewed the call volume which has increased 15% over year. Training continues within the department. So far, no member has tested positive for COVID-19.

The department now has 1 portable sprayer and another on the way from the State. These units will be used to disinfect equipment.

Chief Alcainho stated that he is very proud of the members and how they have handled the calls that came in.

**E. 2021 Proposed Budget**

**a. Cable Committee**

Secretary Morin stated that the Cable Committee is recommending level funding for 2021. She stated that when the upgrade is complete, the committee will offer to record the Board of Appeals meetings and any other Board, Committee or Commission that would like to have their meetings recorded.

**Selectman Foote moved to include the 2021 proposed Cable Committee budget in the 2021 Town's draft budget. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**b. Cemetery Trustees**

Mr. William Landry, Cemetery Trustee, stated that the 2021 proposed budget for the Cemetery Trustees is level funded. The budget has been level funded for the past 3 years. Mr. Landry explained the repairs line item. The newer grave sites are the family's responsibility, and the trustees are responsible for the older grave sites.

Mr. Landry stated that they are working on the Veteran's Memorial at the Willow Grove cemetery.

**Selectman Gonyer moved to include the 2021 proposed Cemetery Trustees budget in the 2021 Town's draft budget. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**c. Emergency Management**

Selectman Foote stated the proposed 2021 budget has an increase of \$100.00. He reviewed each line item. Selectman Gonyer stated that COVID related reimbursement is not reflected in the expenditures on the budget worksheet. Those funds are deposited into the General Fund and can be used to offset taxes.

**Selectman Gonyer moved to include the 2021 proposed Emergency Management budget in the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**d. Forest Fire**

Selectman Gonyer stated that this is one of those budgets that you never know if it will be needed. Secretary Morin stated that payroll is deducted at the end of the year. Selectman Gonyer reviewed the prior year's budget.

**Selectman Gonyer moved to include the 2021 proposed Forest Fire budget in the 2021 Town's draft budget. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**e. Planning Board**

Chairman Burrill stated that if proposed budgets are not level fund then a representative should be present to explain the increase requested.

Selectman Foote stated that at the last Planning Board meeting he recommended that the Planning Board increase the legal line item.

The decision was made to re-schedule review of the budget until a representative from the Planning Board could attend the meeting.

**f. General Assistance**

The Board reviewed the budget.

**Selectman Gonyer moved to include the 2021 proposed General Assistance budget in the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**F. Grant – Hazardous Mitigation Plan**

Selectman Foote explained that the grant is for \$10,000.00 of which the Town is responsible for \$2,500.00 because it is a soft match, the Town does not need to pay the \$2,500.00.

**Selectman Gonyer moved to accept the terms of the Pre-Disaster Mitigation Grant Program as presented in the amount of \$7,500.00 to update the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of this project will be \$10,000.00, in which the Town will be responsible for a 25% match (\$2,500.00). Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**G. Medical Rate from Health Trust**

Town Administrator Wrigley explained the health insurance rate has increased 6.4%. The Town will be receiving a surplus refund that will be applied to the December 2020 payment.

**Selectman Gonyer moved to authorize the Chairman to sign the new health rate term with Health Trust for 2021. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**H. Request to carry over unused PTO**

**Selectman Michaels moved to allow the employee to carryover 80 PTO hours. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

Selectman Melvin stated he did not believe in carrying over PTO.

**I. Update – Requisition #2491 – Materials needed \$545.62**

Selectman Foote stated that there was a misunderstanding about whether the estimate included the wax for the floors at the Fire Station. As it turned out it did not. Chief Alcainho assumed that the wax was included. The vendor was asked to redo the estimate to include the wax.

**Chairman Burrill moved to approve \$545.62 for the purchase of wax for the Fire/Rescue Station floor. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

Chief Alcainho recommends that stripping and waxing be done quarterly. That it should be included in the General Government budget for maintenance. The Board requested Secretary Morin reach out to the vendor for a quote to include monthly and quarterly maintenance along with any supplies needed.

**III. Other Business**

**A. State Representative Deb Hobson**

Mrs. Hobson addressed the Board and informed the Board that she is up for re-election. She asked if the Board had any questions for her. The Board asked several general questions about how her first term was. She stated the State budget is being worked on. She feels that she made connections with voters. She held office hours in the Town's she represents.

Selectman Melvin stated that the State House of Representatives submitted several bills to the State Senate but were combined into 1 bill with 42 sub-bills. In his opinion, only 25 of those were good bills.

Selectman Gonyer stated that at a conference she attended the legislative update was very short.

Chairman Burrill thanked all the State Representatives and Senators for their service.

IV. Announcements

Chairman Burrill announced that voting will be at the Fire/Rescue Station located at 8D Merrimac Road on November 3, 2020 from 8:00am – 8:00pm. He asked that voters bring their patience with them.

V. Other Business -- Cont.

**B. Manifest**

**Selectman Gonyer moved to sign vendor manifest dated October 20, 2020 in the amount of \$102,293.58. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to sign Police Special Details Revolving Fund vendor manifest dated October 20, 2020 in the amount of \$189.00. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to sign Highway Construction/Block Grant Revolving Fund vendor manifest dated October 20, 2020 in the amount of \$266,550.69. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer announced that the Board of Selectmen signed the payroll manifest for pay period September 27 – October 10, 2020 with a pay date of October 15, 2020.**

**C. Requisitions**

**Selectman Gonyer moved to sign requisition #2493 in the amount of \$10,437.00 to replace the aging ION cutter (jaws of life) for the Fire Department. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to sign requisition #2020-002 in the amount of \$1,913.00 for a backpack sprayer that can be used by all departments to disinfect vehicles, surfaces, and equipment. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to sign requisition #2495 in the amount of \$1,722.97 to replace the Motorola radio in Engine 2 for the Fire Department. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to sign requisition #2020-003 in the amount of \$2,417.67 to deep clean the air handlers and duct work at the Fire/Rescue Station. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**D. Appointments**

**Selectman Gonyer moved to appoint Annie Collyer to the Rockingham Planning Commission Transportation Advisory Committee for a 3-year term. Term to expire on April 30, 2023. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

VI. Approval of Minutes

**Selectman Gonyer moved to accept the non-public and public meeting minutes dated October 6, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to accept the non-public and public meeting minutes dated October 12, 2020 as written. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to go into non-public session at 8:27pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved to close the non-public session at 8:40pm. Seconded by Selectman Melvin. 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 (a) - (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.**

**Selectman Gonyer moved to seal the non-public session minutes from September 28, 2020 under RSA 91-A: 3 II (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 Michaels. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

VII. Adjourn

**Selectman Gonyer moved to adjourn at 8:42pm. Seconded by Selectman Foote with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary