



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: MONDAY, NOVEMBER 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 6:00pm. 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 public meeting was audio and video taped; the public meeting minutes were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by Chairman Burrill. Selectman Kathryn Michaels attended the meeting via phone.

II. Scheduled Business

A. EOC update

There was no update.

B. 2021 Proposed Budgets

a. Library

Mrs. Kathy Meserve, Gale Library Trustee, addressed the Board. She explained that the library was closed for 3 ½ months due to the pandemic. The library is re-opened for curbside pickup along with some special programs. She stated that the Library Trustees do not expect to use all the 2020 appropriations and will return to the town any unused funds. The exact amount is not known yet.

She reviewed the proposed 2021 library budget. The Trustees are proposing a \$1253.00 increase from the 2020 budget. Mrs. Meserve stated that the person hired to clean the library is no longer able to perform the job. The library is now being cleaned by an employee of the library. She explained that \$2,600.00 from the custodial supplies was moved to the salary line item to cover the added hours for the employee. An extra \$300.00 was added to the salary line item should the Trustees need to find a new cleaning person. She went on to explain that the due to the pandemic, the library has spent more on cleaning supplies and proposed \$1,000.00 for the custodial supply line item. Other line item increases were to the postage and telephone line items.

Selectman Gonyer asked how many hours the part-time employee who is cleaning the library works per week. Mrs. Meserve stated 12 hours. The employee is still considered part-time.

Selectman Foote stated that if the library needs PPE's to inform him and he will provide what he can. He also offered to de-fog the library with one of the new de-foggers the Town has.

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

b. Recreation Department

Mr. Rick Faulconer, Chairman of the Recreation Commission, addressed the Board. He stated that the 2020 budget was not expended due to the pandemic and having to cancel multiple events. The Recreation Commission is proposing level funding.

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

c. Planning Board

Mr. James Doggett, Administrative Assistant to the Planning Board, addressed the Board. He stated upon recommendation from the Board of Selectmen that the Planning Board engage a Land Use Attorney, the proposed budget contains an increase of \$10,000.00 from the 2020 budget. The increase is in the legal line item of their budget.

Town Administrator Wrigley asked that if the Board of Appeals is included in contracting with a Land Use Attorney? Should the funds be placed into the Town's legal budget instead of the Planning Board budget? The issue would be how to keep track of which the Land Use Boards expenses and what is charged to the legal line item. It was suggested to have a separate line item for the Land Use Boards to be able to charge against.

Mr. Doggett stated that the Planning Board did not think it was a good use of town funds to have a Land Use Attorney sit in at their meetings. They would prefer the Attorney be available to answer questions on matters brought before the Planning Board.

Chairman Burrill stated that having a Land Use Attorney on retainer would be a preventative measure against possible lawsuits against the Town.

Mr. Doggett stated that other increases to the proposed 2021 budget is in the salary, advertising, and postage line items.

Selectman Melvin asked why the current expenditures under the training line item was only \$95.00. He wondered why the board members were not taking any courses. Mr. Doggett explained that the NHMA Land Use Workshop was held on Saturday October 31, 2020 and that the cost of the workshop was not included because the budget was prepared prior to the workshop. He will be sharing the documents with the members.

Mr. Doggett asked the Board if they are considering removing the legal line item from the Planning Board budget and adding it to the General Government budget. Chairman Burrill stated that no decision will be made tonight.

Selectman Foote moved to include the 2021 Proposed Planning Board budget in the 2021 draft Town's budget. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

d. Building Department

Chairman Burrill read the following memo from Building Inspector Shanti Wolph explaining why the proposed 2021 Building Department budget was \$900.00 less.

The 2021 proposed budget for the Building Safety Department is reduced by \$900.00 compared the 2020 budget for the following reasons:

1. \$400.00 had been set aside in 2020 for "office supplies". There were no office supplies purchased in 2020, therefore I recommend a reduction of \$100.00.
2. \$500.00 had been set aside in 2020 for "Telephone". There were no telephone expenses in 2020, nor are there any anticipated in the foreseeable future. I recommend discontinuing this line item which would further reduce the budget by \$500.00
3. \$400.00 had been set aside for "training". The Deputy Inspector and I have our training funded by our full-time jobs. I recommend at least for the time being reducing the amount to \$00.00 but leave the line item in place.

The above recommended reductions total \$1,000. The "postage" line was increased from \$52.00 to \$152.00 as there was a shortfall during 2020.

Secretary Morin explained that the postage line item was increased because the Building Department is mailing permits back to applicants.

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

e. Board of Appeals

The Board reviewed the 2021 proposed Board of Appeals budget. The proposed budget is level funded.

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

C. Tax Abatement – Map 12-2-20

Selectman Foote moved to sign tax abatement for tax map 12-2-20 in the amount of \$2,231.32. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

III. Other Business

A. Greenie Park Revitalization

Town Administrator Wrigley informed the Board that the Town received an invoice for the playground equipment. The Town is withholding the final payment until the project is complete. The Project Manager will keep the Bookkeeper informed on when the project is completed.

IV. Announcements

Chairman Burrill announced that the polls will be opened at 8 Merrimac Road from 8:00am – 8:00pm on November 3, 2020.

Chairman Burrill announced that the current Treasurer will not be seeking a second term in March. Should anyone be interested in finding out more about the elected position, they can contact the Treasurer.

Chairman Burrill announced that the Town has sold the old fire station located at 35 South Main Street for \$380,000. After paying the commission fees, the Town received a check for \$357,200.00.

V. Other Business – Cont.

B. Manifest

Selectman Gonyer moved to sign vendor manifest dated November 2, 2020 in the amount of \$1,233,319.11 of which \$1,138,819.00 goes towards the November Sanborn Regional School District payment. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign vendor manifest dated November 2, 2020 in the amount of \$25,000.00 Said amount to come from the 2020 Town Warrant Article #25 for partial payment for Greenie Park playground equipment/renovations. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Recreation Revolving Fund vendor manifest dated November 2, 2020 in the amount of \$16,942.00 for partial payment for Greenie Park playground equipment/renovations. The remaining balance, \$15,000.00, to paid upon completion of the project. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Cable Revolving Fund vendor manifest dated November 2, 2020 in the amount of \$4,707.00. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer announced that the Board of Selectmen signed the payroll manifest for pay period October 11-24, 2020 with a pay date of October 29, 2020.

C. Appointments

Selectman Gonyer moved to appoint Valerie Rimas as an Inspector of Elections with a term to expire at midnight on November 3, 2020. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to appoint Meredith White as an Inspector of Elections with a term to expire at midnight on November 3, 2020. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to appoint Alicia Glenn as an Inspector of Elections with a term to expire at midnight on November 3, 2020. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to appoint William Landry as an Inspector of Elections with a term to expire at midnight on November 3, 2020. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to appoint Marijke Brick as an Inspector of Elections with a term to expire at midnight on November 3, 2020. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

VI. Approval of Minutes

Selectman Foote moved to accept the non-public and public meeting minutes dated October 20, 2020 as written. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

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

Road Agent Michael Pivero joined the meeting at 6:40pm.

Selectman Melvin thanked Road Agent Pivero for installing the railroad crossing signs on Crane Crossing Road.

Selectman Gonyer moved to go into non-public session at 6:45pm under RSA 91-A: 3 II (c) -- Reputation. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Town Administrator Wrigley and Secretary Morin left the meeting at 6:45pm.

Selectman Gonyer moved to close the non-public session at 7:35pm. Seconded by Selectman Foote . Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Gonyer moved to go into non-public session at 7:35pm under RSA 91-A: 3 II (a) -- Compensation. 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 7:50pm. Seconded by Selectman Foote. 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 (c) -- Reputation 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 Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

VII. Adjourn

Selectman Gonyer moved to adjourn at 7:51pm. Seconded by Selectman Foote with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary