



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, NOVEMBER 17, 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, Kathryn Michaels, 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 Chairman Burrill. Selectman Lisa L. Gonyer was excused this evening.

Selectman Foote moved to go into nonpublic under RSA 91-A:3 II (b) – Reputation at 6:00pm. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye.

Selectman Michaels joined the meeting at 6:04pm via phone.

Town Administrator Wrigley and Secretary Morin left the meeting at 6:30pm.

Chairman Burrill moved to close the non-public session at 6:49pm. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, , Melvin – aye.

Chairman Burrill called the public portion of the meeting back to order at 6:57pm.

Selectman Foote 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, Michaels – aye, Foote – aye, Melvin – aye.

II. Scheduled Business

A. EOC Update

Mrs. McCarthy updated the Board on several meetings she attended concerning COVID-19. She reviewed the latest statistic provided by the State and Homeland Security. The calls have become longer and more intense due to the rise of positive test results.

The military is assisting with distributing PPE's to schools. Homeland Security is looking for locations to store PPE's. They are working on streamlining documents that EMD's are required to file with Homeland Security.

The Joint Information Command is working on including DPW workers on the First Responder testing.

Some municipalities are implementing mandatory mask when in public. Some schools have gone back to fully remote learning.

There was a discussion on who and how to distribute a vaccine within the State. A briefing was held on this topic and is available online.

There are delays in municipalities receiving information on positive test results. The State is working on resolving the delays.

New guidelines on holding virtual Town meetings will be forthcoming from the State Attorney's Office.

The State is considering opening more testing sites. There are delays in contact tracing due to people not answering phone calls. The State is working on resolving the issues.

The Town has received \$5,000.00 from a State grant for the primary elections. One FEMA and one GOFERR grants are still pending.

Residents can call the Town EMD office if they have concerns over a local business not following guidelines. Their information will be kept confidential.

B. 2021 Budgets

a. Conservation Commission

Mrs. McCarthy reviewed the 2021 proposed budget for the Conservation Commission. The Commission is recommending level funding.

Selectman Foote moved to include the 2021 proposed Conservation Commission budget into the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

b. Highway Department

Road Agent (RA) Pivero reviewed the 2021 proposed Highway Department budget. He reviewed the items that he recommends being increased. He stated that the proposed budget is the first increase in thirteen years and that it is still lower than what it should be.

Chairman Burrill asked about the summer rental line item. RA Pivero explained that funds in that line item are used for roadside maintenance such as cutting the brush back and shoulder work.

Chairman Burrill asked about the salary line increase. RA Pivero stated that he needs to hire a part-time laborer with a commercial driver's license so they would be able to help plow the roads. The current hourly rate is \$15.00, and it is difficult to find someone to work at that rate. He increased the salary line item to allow an increase in the hourly rate. Selectman Melvin asked if any salary increases were included. RA Pivero stated not at this time.

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

RA Pivero stated that the highway departments are under appreciated and people need to realize that when it snows, the fire and police can only respond if the roads are clear. With the pandemic ongoing, there will be changes to how long shifts can be for plow drivers. Should one of the drivers test positive for COVID-19 it could potentially sideline the rest of the drivers if they have been in contact with the individual.

c. Tree Warden

RA Pivero reviewed the 2021 proposed Care of Trees budget. The budget is level funded. The 2020 funds have not been expended. If no issues arise, the funds will be used to remove a tree at the Library and on New Boston Road. If there are any funds remaining, the large branch at the Town Beach will be removed.

Selectman Foote moved to include the 2021 proposed Care of Trees budget into the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

d. Transfer Station

Transfer Station Manager (TSM) Gagnon reviewed the 2021 proposed budget. He stated that the company that recycles electronics pulled their dumpster and he is searching for another vendor to recycle the electronics. The cost would be \$3,000.00 per load if we remained with the current company.

TSM Gagnon recommends increasing the salary line items so that he can provide a salary increase.

Chairman Burrill asked if the number of employees needed to run the Transfer Station changed due to the pandemic? TSM Gagnon stated that he has reallocated employees to other areas of the station that needed more manpower.

TSM Gagnon asked Town Administrator Wrigley when the site monitoring bill would be in. Town Administrator Wrigley will investigate.

TSM Gagnon stated that he will be proposing a warrant article to hold a hazardous waste collection day.

TSM Gagnon stated that he has kept track of bulk item vouchers that have been used and the cost it would have been if the resident did not have a voucher. This information will be provided to the Board for their review.

Selectman Foote moved to include the 2021 proposed Transfer Station budget into the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

e. Legal

Town Administrator Wrigley stated that the budget is level funded. The funds are used in case the Town has lawsuit filed against it. She recommends that the \$10,000.00 that was in the 2021 proposed Planning Board budget be allocated to the Legal budget.

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

f. Street Lighting

Town Administrator Wrigley stated that the 2021 proposed Street Lighting budget is reduced by \$500.00.

Selectman Foote moved to include the 2021 proposed Street Lighting budget into the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

g. Pest Control

Town Administrator Wrigley stated that the 2021 proposed Pest Control budget is reduced by \$250.00.

Chairman Burrill asked if the Town Beach shed was included in the contract. Town Administrator Wrigley will check with the Bookkeeper to ensure it is included.

Selectman Foote moved to include the 2021 proposed Pest Control budget into the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

h. West Nile Virus

Town Administrator Wrigley reviewed the 2021 proposed West Nile budget and it is level funded. She explained that this budget is used to cover for mosquito testing and spraying in Town.

Selectman Foote moved to include the 2021 proposed West Nile budget into the 2021 Town's draft budget. Seconded by Selectman Burrill. Burrill – aye, Michaels – aye, Foote – aye. Melvin – nay.

C. Warrant Article – Increase Veteran's Tax Credit

Chairman Burrill asked if the State increased the amount allowed for a Veteran's Tax Credit. Secretary Morin stated that RSA 72:28 increased the amount from \$500 to \$750.

The Board will place a warrant article on the 2021 Town Warrant for residents to vote on.

Town Administrator Wrigley asked the Board if they are requesting Departments to limit the number of warrant articles to go on the Town Warrant. Chairman Burrill stated that if possible, it should go into the departments proposed budget. The Board will wait to see how many warrant articles come in before deciding to remove any.

D. Fire/Rescue Station – Invoice review for 3 power cord reels

Chairman Burrill explained that the Board had approved having 2 of the power cord reels replaced. To save the Town money, due to scissor lift rental, the Fire Chief had the remaining 3 power cord reels replaced at the same time.

Selectman Foote moved to pay \$2,125.45 to Kingston Electric for replacing the 3 power cord reels at the Fire/Rescue Station. Funds to come from the General Government budget. Seconded by Chairman Burrill. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

E. Review GASB 75 proposal from Jefferson Solutions

Town Administrator Wrigley stated that it is a State requirement that every 2-years the Town files the GASB 75 to ensure the Town's financials are in order.

Selectman Foote moved to authorize the Chairman to sign the GASB 75 proposal from Jefferson Solutions with an estimated fee of \$2,550.00. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

F. Location of Selectmen's non-public sessions

The Board discussed using the Selectmen's Office to meet in non-public. Town Administrator Wrigley recommends that Board do the public meeting first. The Board discussed utilizing the Zoom conferencing software as an option for the winter months.

Selectman Foote asked when the cable equipment upgrade will be installed that will allow Boards to use a hybrid model to meet. Secretary Morin stated that the install is scheduled for December 3, and 4.

The Board will continue to meet in the main hall and will do their best to be through the non-public session by 7:00pm. If needed, they could continue the non-public session after the public meeting.

G. Gale Library – Flagpole donation

The Sargent Woods Veterans Committee would like to donate a telescopic flagpole to the Gale Library.

Selectman Foote moved to accept a donation of a telescopic flagpole from the Sargent Woods Veterans Committee for the Gale Library. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

The Board discussed how to pay for the installation of the flagpole. The Gale Library may have it in their budget to pay for the installation. Secretary Morin will reach out to the donors to see if the company they are purchasing the flagpole can install it.

H. General Election CARES Act grant

Selectman Foote moved to authorize the Chairman to sign the General Election CARES Act grant. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

I. Sign MS1 and set meeting to set tax rate

The Board will plan to meet via Zoom on November 19, 2020 beginning at 6:00pm to discuss setting the tax rate.

Selectman Foote moved to sign the MS 1. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

III. Other Business

A. Manifest

Selectman Foote moved to sign vendor manifest dated November 17, 2020 in the amount of \$84,292.54. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote moved to sign vendor manifest Highway Construction Revolving Fund dated November 17, 2020 in the amount of \$16,715.00. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote moved to sign vendor manifest Police Special Details dated November 17, 2020 in the amount of \$1,037.70. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote moved to sign vendor manifest Recreation Revolving Fund dated November 17, 2020 in the amount of \$15,000 which is the balance for the playground equipment. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote moved to sign vendor manifest New Fire/Rescue Station dated November 17, 2020 in the amount of \$30,165.45. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote announced that the Board signed payroll manifest for pay period October 25 – November 7, 2020 with a pay date of November 12, 2020.

B. Appointments

Selectman Foote moved to appoint James Doggett as a Trustee of Trust Funds with a term to expire on March 9, 2020. Seconded by Selectman Michaels. Burrill – aye, Michaels – aye, Foote – aye, Melvin – nay.

C. Requisitions

Selectman Foote moved to sign requisition #2020-2 in the amount of \$5,886.70 for upgrading the wireless network and firewall at the Police Station. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote stated that the fire station is having trouble with the internet and would like the IT provider to investigate the issues. Secretary Morin stated that the problem has to be happening in order to troubleshoot the problem.

D. Elections Appointments – Correction – terms to expire November 3, 2020

Selectman Foote moved to correct the term expirations for Alicia Geilen, William Landry, Marijke Brick and Valerie Rimas as Election Officials with a term to expire on November 3, 2022. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

E. Town Report Cover

Town Administrator Wrigley suggested that the cover for the 2020 Town Report be a picture of the new playground equipment at Greenie Park with the Friends of Recreation in the photo as well. Chairman Burrill stated that a lot of pictures have been taken. He will reach out to them and see about getting a picture. If they do not have a photo available, he will reach out to a local photographer.

Selectman Foote asked if there was a hand sanitizing station at the park. Town Administrator Wrigley stated that there was none. There was concern that a child could accidentally get the sanitizing solution in their eyes due to the low height of the unit. Warning signs telling residents that the equipment is not sanitized and to use at your own risk will be placed at Greenie Park.

IV. Approval of Minutes

Selectman Foote moved to accept the non-public and public meeting minutes dated November 2, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

V. Request

Selectman Melvin asked the Board if the local GOP could use the Fire/Rescue Station to hold their meeting on December 10, 2020 from 7-9pm. He stated that he spoke with the Chief who does not have any objections.

Selectman Melvin moved to allow the local GOP to hold a meeting on December 10, 2020 from 7-9pm at the Fire/Rescue Station. Second by Selectman Foote. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

VI. Adjourn

Selectman Foote moved to adjourn at 8:14pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary