



**Office of the Board of Selectmen  
2 Town Hall Road, Newton, NH 03858  
Tel: 382-4405 Option 5 Fax 382-9140**

[www.newton-nh.gov](http://www.newton-nh.gov)

**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, DECEMBER 1, 2020  
TIME: 6:00PM NON-PUBLIC  
7:00PM PUBLIC**

**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, 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 Kathryn Michaels joined the call via phone at 6:05pm.

**Nonpublic Session under RSA 91-A:3 II (c) – Reputation**

Building Inspector Shanti Wolph joined the call via phone at 6:00pm.  
Selectman Gonyer joined the meeting at 6:20pm.

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

Town Administrator Wrigley, Secretary Morin, and Building Inspector Shanti Wolph left the meeting at 6:21pm.

**Selectman Gonyer moved to close the non-public session at 6:51pm. Seconded by Selectman Foote. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

Town Administrator Wrigley, Secretary Morin re-joined the meeting at 6:52pm.  
Chairman Burrill called the public portion of the meeting back to order at 6:56pm.

**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, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**II. Scheduled Business**

**A. EOC Update**

Mrs. Trisha McCarthy updated the Board on several meetings she attended held by the State and Homeland Security. She provided the latest statistics from the State concerning COVID-19 related cases. Over 400,000.00 people in the State have been tested for COVID-19.

She reported that the local school was closed due to positive cases of COVID-19 but the EOC and other Town Officials were not notified. She stated that Selectman Melvin did try to assist having the EOC placed on the call list for the schools but was not successful. Chairman Burrill stated that this is not the

first time that the schools have not communicated with the Town when there is an issue. Mrs. McCarthy stated the EOC must submit a daily report to the State and Homeland Security about incidents that happen within the Town. They reported the schools being closed two days after the incident because they were not notified.

Mrs. McCarthy reported the number of positive cases within the Town and schools. She reminded the public that the numbers seen on TV are not accurate.

There is a draft of a vaccine distribution plan on the CDC website that will be updated by the CDC as needed. It can be viewed at the New Hampshire public health website. In the search bar, type in COVID-19 vaccine plan.

Primex emailed a risk management bulletin to local municipalities with details on how to handle COVID-19 cases with employees. It also included updated travel guidelines for employees as well. They recommend that a log be kept when facilities are disinfected or cleaned. Chairman Burrill asked if the Town Hall keeps a log. Town Administrator Wrigley stated not at this time. Chief Alcadinho will provide a sample cleaning log to the Town Hall.

**Chairman Burrill moved to institute a cleaning log at the Town Hall. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

Mrs. McCarthy stated that by keeping a log of when the building was cleaned it will help should a positive case of COVID-19 occur after the person was in the Town Hall. The Town would be able to state that the building was cleaned after the occurrence.

The State will make available an updated FAQ on responsibilities that municipalities need to know. She reviewed what municipalities can and cannot do to enforce mask wearing in municipal buildings and employees.

Restaurants are now allowed to open at 100% capacity provided they can maintain social distancing between patrons.

The State travel guidelines have been updated and are now mandatory by Emergency Order 72 which states that visitors or residents that travel from outside New England must follow the quarantine rules. Residents engaged in essential travel, such as for a medical appointment or for work do not fall within the mandatory quarantine rules. Brief trips to pick up food or childcare do not need to quarantine. The State recommends allowing employees to work remotely whenever possible.

#### **B. Comcast Proposal for phone and internet service**

Secretary Morin reviewed the proposal from Comcast to incorporate phone, internet, and TV into 1 bundle for the Town Hall, Transfer Station and Police Station. She is recommending the change because of the ongoing issues with the phone lines from the current vendor. The total cost savings a month would be \$274.00. With Comcast we will get caller ID and unlimited long distance calling.

She explained that the EOC lines are from the same vendor as Town Hall but that the Town does not own the phone lines so they cannot be moved to Comcast.

**Selectman Gonyer moved to authorize the Chairman to sign the Comcast agreement for the Town Hall, Transfer Station and Police Station for internet and phone service. Seconded by Chairman Burrill for discussion.**

The Board asked if this proposal had an escape clause. Town Administrator Wrigley stated that the Town is not purchasing anything. The service can be cancelled at any time.

Chief Alcadinho asked if the Fire Department can be added to the proposal to receive a better discount. Secretary Morin will investigate updating the Fire Department.

Selectman Melvin asked why the Transfer Station cost was more. Secretary Morin explained that they only have 1 phone line, so they do not qualify for the same plan as the Town Hall and Police Station.

**Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye**

**C. 2021 Proposed Budgets**

**a. Tax Collector**

Tax Collector MaryJo McCullough reviewed the 2021 proposed Tax Collector budget. She stated that the increase of \$1,000.00 was in office supplies.

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

**b. Elections, Registrations and Vital Statistics**

Chairman Burrill thanked Town Clerk McCullough for the excellent job on the General Election. Town Clerk McCullough thanked Town Moderator Dezmelyk, Chief Alcainho, Selectman Foote, Mrs. McCarthy, Chief Jewett, Transfer Station Employees and all the volunteers,

Town Clerk McCullough reviewed the 2021 proposed Town Clerk budget. The increase to postage was needed to mail out the registrations to residents. Another item that increased was the cost of ballots. There has been an influx of new residents that will require more ballots to be printed. She would like to provide a salary increase for the Deputy Town Clerk who has done an outstanding job assisting her with the elections.

Selectman Gonyer asked about the decrease in the fees for dogs. Town Clerk McCullough explained that these fees are an estimate.

Selectman Melvin asked about the marriage license fee. Town Clerk McCullough explained that some goes to the State and some to the town.

**Selectman Gonyer moved to include the 2021 proposed Elections, Registrations, and Vital Statistics budget into the 2021 Town's draft budget. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**c. Fire Department**

Chief Alcainho stated that some of the interior of the building will need to be re-painted due to the disinfecting solution used.

Chief Alcainho reviewed the Fire Department 2021 proposed budget. His proposed budget is reduced by \$115,500.00. He is recommending that warrant articles be used for vehicle repairs, salaries, equipment purchases and the grant match. He has seen on social media negative comments on the size of the budget. It is for this reason that he is looking to use warrant articles which will give the voters the final choice.

Chairman Burrill asked if the Fire Department will be putting forth four warrant articles. Chief Alcainho stated yes plus one for SCBA (Self Contained Breathing Apparatus).

Selectman Foote asked how the proposed reduction will affect the Fire Department. Chief Alcainho stated that number of duty officers would be reduced, quick response during the day would be limited, no grants would be written, fire prevention will no longer give out free smoke or carbon monoxide detectors, no free blood pressure clinic and there will no longer be the "File of Life" available. On the apparatus side once, the funds are expended the vehicles will go out of service.

Chairman Burrill stated that the more warrant articles put forth the greater risk there is of not getting approved. Chief Alcainho went on to state having duty officers in the station has reduced the time to answer emergency calls which has saved lives and property.

Selectman Gonyer reviewed the vehicle repair line and stated that the amount spent was very close to what was proposed in the 2020 budget. She does not think it wise to reduce the 2021 vehicle repair line item budget by \$20,000.00. Chief Alcadinho agreed with her.

Selectman Gonyer reviewed other budget items that were below what has been expended in 2020.

Chairman Burrill polled the Board, and the Board would like Chief Alcadinho to revise the 2021 proposed budget to include the funds that were removed and adjust other budget items if necessary.

**d. Executive**

Town Administrator Wrigley stated that the budget is still being worked on, but she needs to know if the Board would like to have the impact fees evaluated for accuracy. She received a quote from Bruce Mayberry in the amount of \$4,500.00 to update the impact fees schedule. The last time they were reviewed was back in 2013. She recommends that the funds be encumbered and not placed in the 2021 budget. If not, she would include it in the proposed 2021 Executive budget.

She went on to explain that the consulting line item is used for hosting and support for the new digital tax mapping. She asked the company to bill the Town on based on the calendar year and they agreed. They will provide their service free of charge for November and December 2021. The vendor has been paid from October 2020 through October 2021. Therefore, the cost for the service is not included in the 2021 proposed budget but will need to be included in the 2022 budget.

Selectman Gonyer asked why the increase for dues and subscription was only \$100.00 when we have expended \$109.73 more than was budgeted for 2020. Town Administrator Wrigley stated that the difference was negligible and would be absorbed from another line item in the budget. Town Administrator Wrigley stated that the overall proposed budget is currently down \$1,127.00 from the 2020 budget.

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

**e. Financial Administration**

Town Administrator Wrigley explained that the budget is reduced because the voters passed the warrant article that expanded the use of the Cable Revolving Fund for Information Technology. The support fee for Avitar went up \$100.00 for each application.

Chairman Burrill stated that he would like to see if there would be any cost savings if the Town goes to paperless for payroll services. Chairman Burrill and Selectman Gonyer would not be averse to stating that the Town is going paperless for payroll. Town Administrator Wrigley stated that she would speak to Bookkeeper Hughes about this.

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

**f. General Government Buildings -- tabled**

**g. Town Assessor – Assessor's contract**

Town Administrator Wrigley reviewed the contract for the Assessor. She is recommending that the Town not do the data verification because a full assessment was done this past year. This reduced the budget by \$15,000.00.

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

**Selectman Gonyer moved to sign the annual contract for the Assessor. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**h. Updated – Building Department**

Secretary Morin explained that the Building Inspector was unaware that the Deputy Building Inspector received a stipend of \$400.00 for using his personal phone. Therefore, the 2021 proposed budget was modified to include this item. The budget is now \$500 less than the 2020 budget.

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

**D. Quote to re-finish floors at Police Station**

Secretary Morin explained that the quote includes materials and labor to refinish the floors at the Police Station.

**Selectman Foote moved to accept the quote of \$2,575.62 to re-finish the floors at the Police Station. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**E. Review invoice for Police radios – cost increased**

Town Administrator Wrigley stated that the Trustee of Trust Funds needs Board approval to pay the difference on the cost of the radio.

**Selectman Foote moved to authorize the Trustees of Trust Fund to pay Motorola Solutions \$118.20 to cover the cost increase of the police radios. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**F. Requests to carry over PTO**

Selectman Gonyer would like to have employees use their PTO during the year to avoid carrying over unused PTO. Chairman Burrill stated that a lot of employers have allowed employees to carry over excess PTO due to the pandemic. Selectman Gonyer stated that it seems to become a norm rather than an exception.

**Chairman Burrill moved to allow both employees to carryover unused PTO from 2020 to 2021. Seconded for discussion by Selectman Foote.**

Selectman Gonyer would like the Board to review the PTO policy at a future meeting.

Secretary Morin stated that as an employee PTO is also used for sick days and that she needs to hold on to the PTO until the last of the year in case of illness. Selectman Gonyer suggested separating PTO and sick days.

**Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

**G. Review 2021 Selectmen's meeting schedule**

The Board reviewed the 2021 meeting schedule. No changes were made.

**H. Selectman Foote moved per RSA 31:95-b to accept and expend unanticipated funds to the Food Pantry in the amount of \$75.00 from the Gale Library Trustees on behalf of Terry Caswell. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**I. Selectman Foote per RSA 31:95-b to accept and expend unanticipated funds to the Food Pantry in the amount of \$150.00 from the North Shore Bank. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**J. Letter to SRSD – Impact Fees**

Town Administrator Wrigley stated that she has not received the impact fees from the Treasurer and will place this on the next agenda for the Board.

**K. Tax Abatements**

**a. Tax map 14-1-4**

Selectman Gonyer wanted to verify that the address is correct. Town Administrator Wrigley confirmed the address was correct. She went on to explain the house that was on the lot was in disrepair and over assessed. The house has since been taken down and the lot subdivided.

**Selectman Foote moved to sign the tax abatement for tax map 14-1-4 in the amount of \$887.71. Seconded by Selectman Melvin. Burrill –aye, Michaels – aye, Foote – aye, Melvin – aye. Gonyer – abstained.**

**b. Tax map 12-6-1**

**Selectman Gonyer moved to sign the paper tax abatement for 36 South Main Street tax map 12-6-1 in the amount of \$3.00. Seconded by Selectman Michaels. Burrill –aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**c. Tax map 10-7-14**

**Selectman Gonyer moved to sign the paper tax abatement for 3 Maple Ave, tax map 10-7-14 in the amount of \$631.00. Seconded by Selectman Foote. Burrill –aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**III. Other Business**

**A. Manifest**

**Chairman Burrill moved to sign vendor manifest dated December 1, 2020 in the amount of \$880,454.49 of which \$797,174.00 goes towards the December Sanborn Regional School District payment. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**Selectman Gonyer announced that the Board signed the payroll manifest for pay period November 8 - 21, 2020 with a pay date of November 25, 2020.**

**B. Requisitions**

**Selectman Gonyer moved to sign requisition #2020-3 in the amount of \$2,575.62 to scrub and apply 4-5 coats of wax on 2000sq of VCT tile at the Police Station. Seconded by Selectman Melvin. 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 November 17, 19 and 23, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**V. Adjourn**

**Selectman Gonyer moved to adjourn at 8:26pm. Seconded by Selectman Foote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary