



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, JANUARY 5, 2021  
TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD and  
ZOOM VIDEO CONFERENCING**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Burrill called the meeting to order at 6:06pm. 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. Attending via Zoom Audio Conferencing were Selectmen Lisa L. Gonyer and Kathryn Michaels. The public meeting was audio and video taped; the public meeting minutes and the non-public session minutes were transcribed and typed by Secretary Morin.

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

**Chairman Burrill moved to go into non-public session at 6:06pm under RSA 91-A: 3 II (c) -- Reputation. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**Selectman Gonyer moved to close the non-public session at 6:29pm. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**Selectman Gonyer moved that the Board just came out of a non-public session 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 Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

Chairman Burrill called the public portion of the meeting back to order at 6:35pm. Chairman Burrill explained that the meeting tonight is utilizing a hybrid format. This format allows for in person and Zoom video conferencing participants to fully participate in the meeting. The meeting is being broadcasted on Comcast Channel 20 as well. Persons in the main hall can hear and see Zoom participants. Zoom participants can see and hear those in the main hall.

**II. Scheduled Business**

**A. EOC Update**

Mrs. Trisha McCarthy addressed the Board and reviewed the latest statistics from the State. She also provided the number of cases for all the schools in the Sanborn Regional School District.

She informed the Board that the State stated that the testing sites and vaccines distribution sites are being treated as separate entities. There are several vaccination sites throughout the State. She went on to discuss the order in which the State is vaccinating people. For the Town, the EMT's will be the first to be vaccinated. First Responders who pre-registered for the vaccine but have not heard back should call their local EOC for assistance. She stated that people who have symptoms or are sick with the virus should not get the vaccine.

The State AG's office is working on guidelines for employers who require testing.

Registration for the vaccine should be done through the VAMS (Vaccine Administration Management System). For those with multiple email addresses, they need to remember which email address was used to register. The VAMS will only communicate with the person using the email that was used to register.

If a person receives the vaccine and travels outside the State, they still must quarantine per guidelines. The military is still assisting in different areas of the State. She reminded everyone to keep using the PPE's and if more is needed to contact the EOC.

Selectmen Melvin asked if a person missed their appointment for the vaccine who should they contact? Mrs. McCarthy stated that the person should contact their local EOC.

She warned against scams offering the vaccine for money.

#### **B. Commercial Trash Hauling – Renewal**

Chairman Burrill stated that the Board needs to renew the permit that allows Newton Waste Company to drop off trash at the Transfer Station for Town residents.

Selectman Foote asked if the company could have more than one employee? Selectman Gonyer stated the policy states that the company can only use 1 truck. Chairman Burrill stated that the company could allow an employee to use the vehicle when the owner is not using it on the specific days specified in the policy.

Chairman Burrill asked if Transfer Station Manager (TSM) Gagnon had any concerns. TSM Gagnon stated that there were no concerns, and that the process works well.

Selectman Gonyer read the policy for the benefit of the Board. Selectman Melvin stated that the company is bringing in more loads of trash than is allowed. He is recommending an increase in the \$500.00 fee to \$1,000.00. Selectman Gonyer stated that there is an exception to the policy that allows him to bring recyclables anytime the Transfer Station is opened without any limits.

Selectman Gonyer asked TSM Gagnon if he has been tracking what the company is bringing in. TSM Gagnon stated that most of the loads are recyclables.

Selectman Melvin stated that the company is making a profit and the Town is not receiving any of it. Selectman Gonyer explained that the Town is not in the business of making a profit. The fee is to cover any administrative costs that the Town incurs. The company provides a service to the residents.

Selectman Melvin asked why we charge residents and non-residents for disposal of electronics and other bulk items. Selectman Gonyer explained that the Town must pay to have the bulk items disposed of. She went on to state that the residents who use the service have already paid for disposing of household trash through their property taxes.

Selectman Melvin insisted that the amount of trash will increase as the company's customer base grows. Chairman Burrill explained that it will not increase but rather decrease the number of vehicles going to the Transfer Station. The amount of trash would be the same as if those residents brought their trash to the station themselves instead of using this service.

Selectman Gonyer would like to have a quarterly report from TSM Gagnon the number of loads, what type of load it was and to include the amount of time to write the report.

**Selectman Gonyer moved to issue a permit for Commercial Trash Hauling for Newton Waste Company upon payment of annual fee of \$500.00 to expire on December 31, 2021. Seconded by Selectman Burrill. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

**C. Snow Removal**

- a. Gale Library – plowing and sanding parking area**
- b. Town Buildings**
  - i. Seasonal rate estimate**
  - ii. Per storm rate estimate**

Chairman Burrill stated that the Town does not currently have anyone to clear the snow and sand at the Town Hall, Library, Fire Stations and Police Station. In the past, a staff from the Highway Department would assist with shoveling the snow. That person has since left, and the position has not been filled.

Road Agent (RA) Pivero addressed the Board. He stated that it was his understanding that at the Police and Fire Stations the duty officers have been shoveling and sanding as needed. Secretary Morin stated that she spoke with Chief Jewett and was told that the duty officers do not believe it is their job to clear the snow, so he is doing it. RA Pivero recommends removing the Police and Fire stations from the quote. The Board agreed and asked Secretary Morin to reach out the company for a revised quote.

RA Pivero stated that he is looking to hire a person with a CDL license so that they would be able to drive a plow truck. The person will not have the time to shovel walkways. He recommends expanding the job description for the custodian to include shoveling. Town Administrator Wrigley stated that when the custodian was first hired the position required shoveling. When the Board ended the contract with the cleaning company, the custodian took over those responsibilities. The Board did not increase the number of hours the custodian could work so the shoveling was taken out of the job description.

RA Pivero reviewed the quotes received for shoveling all the buildings. He stated that an average year, there are usually 10 plowable storms. Using the quote for per storm, the cost would be over \$24,000.00. He does not recommend the Board accept the per storm quote. He reviewed the seasonal rate and asked if less than 2" of snow is included in the rate. Secretary Morin will ask for a revised quote, clarification on the less than 2" of snow and to get the quote from January – April.

Chief Alcadinho addressed the Board and stated that the Fire Station has been maintained using the duty officers and will continue to do so.

The Board asked that all employees help with shoveling and sanding for the time being. Secretary Morin will work on getting an updated quote for the next meeting as outlined above.

**D. Release of Road Bond – Kinsley Drive**

Secretary Morin asked the Board to release the road maintenance bond to the company on the condition that RA Pivero inspects and passes Kinsley Drive. RA Pivero stated that he will try to inspect the road as soon as possible.

**Selectman Gonyer moved to release the Road Maintenance Bond for Kinsley Drive in the amount of \$25,686.00 plus interest that accumulated upon written notification from the Road Agent that the road passed inspection. Seconded by Chairman Burrill. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

Selectman Melvin explained that he voted nay because he believes it would make the Road Agent liable for the road.

**E. Review warrant articles**

Chairman Burrill explained that the Board is just reviewing the proposed warrant articles. Article 1 and 2 are the standard articles. Article 3 places the collected rent money from 8 Merrimac Road to the specified fund.

Article 4 asks the voters if they want to increase the amount of the Veterans Tax Credit from \$500.00 to \$750.00 per RSA 72:28, II. Town Administrator Wrigley estimates the cost would be between \$46,000.00 - \$48,000.00 that other taxpayers would need to make up. The Board did not make any changes.

Article 5 is to hold a Hazardous Waste Day. The funds will come from the Transfer Station / Recycling Special Revenue Fund. The current balance of the fund is \$208,000.00. The Board did not make any changes.

Article 6 is to raise \$10,000.00 from the Transfer Station / Recycling Special Revenue Fund for tractor repairs. TSM Gagnon stated that it is not in the budget because he does not want to increase the Transfer Station budget. He is looking for \$5,000.00 for tires on the tractor and another \$5,000.00 will be used to repair some leaks in the hydraulics.

Selectman Gonyer asked if the tractor repairs were for the new tractor? TSM Gagnon stated yes and that one of the tires has a leak in it. Chairman Burrill reminded the Board that the tractor was pre-owned.

Chairman Burrill polled the Board. Selectmen Gonyer, Michaels and Foote recommend reducing the amount to \$5,000.00 and to put the other \$5,000.00 in the Transfer Station budget. Selectman Melvin recommends keeping the article as written. Chairman Burrill recommends removing the article and to raise the Transfer Station budget appropriately. TSM Gagnon will reduce the amount by \$5,000.00 and add it to the Transfer Station budget on the appropriate line item.

Article 7 would be to fill the potholes at the Transfer Station. Selectman Gonyer asked RA Pivero his recommendation. RA Pivero recommends that the washouts be filled with gravel. He stated that the Transfer Station has the needed equipment and manpower to perform the work. Based on last year's cost to fill the washouts, RA Pivero recommends removing the article and increase the appropriate line item budget by \$800.00. The Board agreed with the recommendation and will remove the article from the Town Warrant.

Article 8 is requesting funds for SCBA for the fire department. Chief Alcainho explained that they applied for the grant and was denied because they never asked the voters to pay for the equipment. This year they are looking to apply for a grant to cover the cost of an exhaust system in the Fire/Rescue bays. The Board did not make any changes

Chief Alcainho asked to have article 9 removed because there already is an RSA to cover the fees.

Article 10 is for funding social services. Town Administrator Wrigley explained that Lamprey Health Care is no longer providing transportation for seniors. Rockingham Meals on Wheels will be offering the service at the same cost. The Board agreed to move the same amount of funding being requested to the new service provider.

There were no items 11, 12, and 13.

Article 14 is for funding the senior trips. The Board did not make any changes.

Article 15 is for Part-Time Lifeguards and Supervisor along with needed equipment. The Board did not make any changes.

Article 16 will place \$25,000.00 into the Police Cruisers and Equipment Capital Reserve Fund for the purpose of maintenance, repairs and purchase of cruisers and equipment. The Board did not make any changes.

Article 17 is a petition article to upgrade the skateboard park at Greenie Park. Chairman Burrill stated that the petitioner will be rewording the article. Town Administrator Wrigley will reach out to the petitioner and provide him with the proper wording.

Mrs. McCarthy addressed the Board and stated that article 18 was intended to create a new fund where certain funds from grants or other sources could be placed into. The Emergency Management Center would then be able to draw from the fund to pay for needed equipment, payroll, training, and to continue operations when in a State of Emergency. Mrs. McCarthy stated that they may not need this article

because there is already a fund established. The fund may need to be closed and a new one opened. She will work with Town Administrator Wrigley on this article.

Selectman Melvin submitted article 19 which asked voters to increase the Selectmen's stipend from \$3,500.00 to \$7,500.00. The Board discussed whether this was the proper time to request an increase. Upon further discussion Selectman Melvin withdrew his article.

#### **F. January 18, 2021 Public Hearing**

Chairman Burrill stated that tonight's test of the hybrid meeting seems to be working well. He is recommending that the format being used tonight be used for the January 18, 2021 Public Hearings.

Selectman Foote stated that the main hall can hold up to 30 people and once reached, participants would need to use Zoom Audio Conferencing.

**Chairman Burrill moved to post the public notices for the January 18, 2021 public hearings using the hybrid option in a paid newspaper and Town website. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

Town Administrator Wrigley asked if the Town Warrant needs to include the information to attend via Zoom. The Board stated that it should include the Zoom information. Selectman Foote asked if a link to the Zoom meeting could be posted on the Town's website? Secretary Morin stated that it could, and the link is also on the agenda. Mrs. McCarthy will email the wording that is recommended for the Town Warrant.

Mrs. McCarthy thanked the Board for sharing the documents being discussed so that they are visible to participants.

The Board will recommend to the Moderator the format used tonight be used for the Deliberative Session.

Selectman Michaels asked if the limitation on the number of participants for a Zoom meeting is due to the type of account the Town had. The Board responded yes and if necessary, it could be upgraded to the next level.

#### **G. 2021 Proposed Budgets**

##### **a. Executive**

Town Administrator Wrigley reviewed the updated budget which now includes salary increases.

**Selectman Foote moved to accept the 2021 proposed Executive Budget in to the 2021 Draft Town Budget. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

##### **b. Personnel Administrator**

Town Administrator Wrigley stated that this budget includes the payroll FICA and Withholding Taxes and insurances.

**Selectman Foote moved to accept the 2021 proposed Personnel Administrator Budget in to the 2021 Draft Town Budget. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

##### **c. General Government**

Secretary Morin reviewed the 2021 proposed General Government Buildings. She explained that there are line items not included because direction is needed from the Board. Secretary Morin reviewed a spreadsheet she created that had town buildings and what repairs/maintenance are needed.

The first page showed the yearly total cost, excluding landscaping, for the Fire/Rescue, Police, Library and Town Hall buildings.

The Board reviewed the Fire/Rescue Station requests and decided to add to the budget 3 door keypads and 2 electrical outlets for the second floor. Chairman Burrill stated that Chief Alcainho texted him and informed him that the 2 electrical outlets have been done.

Secretary Morin stated she did not have any quotes for what the Police Station requested. The Board reviewed the list and asked to have quotes for fixing the siding on the building, making the lobby counter ADA compliant and installing a handicap automatic door opener.

Repairs at the Town Hall includes the brick foundation which needs to be re-pointed, the siding on the side and rear needs replacing, stairs to the Selectmen's Office, the floor in the Town Clerk's office and a few other items. The Board agreed to include all the items to be repaired in the budget.

The Gale Library priority for repairs is the roof. Other items needed are oil furnace, dehumidifier, and 2 windows replaced. The Board included all the items except repair of blue fence posts.

The Marshall house and barn both need to have the roofs replaced. The windows in the cobbler's shed need replacement. The Board would like to include all three in the budget.

Selectman Michaels asked if there were grants available to help offset the cost for the repairs at the Marshall House? Chairman Burrill stated that in the past, the Historical Society has received grants. Secretary Morin stated that the Historical Society is not as active as it once was.

The Transfer Station maintenance costs will be included in the maintenance line item budget for the General Government Buildings.

The Board discussed holding a meeting before the Public Hearing, January 18, 2021 to review the proposed budgets. The next Board meeting will be January 14, 2021 beginning at 6:00pm to review the 2021 proposed Town Budget and any new or revised warrant articles. The meeting will use the same format which is in person and Zoom. Secretary Morin will work with Town Administrator Wrigley and the Bookkeeper to update the 2021 proposed General Government Buildings budget for the January 14, 2021 Board's meeting.

Chairman Burrill requested that the proposed budget be sent to the Board via email at least 24 hours prior to the meeting. He would like to have the different options available as in previous years.

**H. Updates to pay matrix -- TABLED**

- d. Evidence Officer**
- e. Prosecutor Officer**

**I. Acceptance of updated Personnel Policy**

Selectman Gonyer reviewed the changes.

**Selectman Gonyer moved to adopt the revised personnel policy effective January 5, 2021.**

**Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

- J. Selectmen Gonyer per RSA 31:95-b moved to accept and expend unanticipated funds for the Food Pantry in the amount of \$100.00 from James Marino. Seconded by Selectman Foote with thanks. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**K. Review – 2021 Standard mileage rates**

Chairman Burrill read the memo from the Bookkeeper informing the Board that the IRS has lowered the amount allowed from 57.5 cents per mile to 56 cents per mile for business miles driven.

**Selectman Foote moved to accept the current 2021 IRS Standard mileage rate at \$0.56 per mile.**

**Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay**

**III. Other Business**

**A. Manifest**

**Selectmen Gonyer moved to sign vendor manifest dated January 5, 2021 in the amount of \$716,000.00 for the January Sanborn Regional School District payment. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

Selectman Melvin stated that he is nay because he has not had time to review the invoices.

**Selectmen Gonyer moved to sign vendor manifest dated January 5, 2021 in the amount of \$143,448.60. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

Selectman Melvin stated that he is nay because he has not had time to review the invoices.

**Selectman Gonyer moved to sign Cable Revolving Fund manifest dated January 5, 2021 in the amount of \$10,852.69. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.**

Selectman Melvin stated that he is nay because he has not had time to review the invoices.

**Selectman Gonyer moved to sign payroll manifest for pay period December 20, 2020 – January 2, 2021 with a pay date of January 7, 2021. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**Selectman Gonyer announced that the Board signed vendor manifest dated December 29, 2020 in the amount of \$51,831.35.**

**Selectman Gonyer announced that the Board signed Cable Revolving Fund manifest dated December 29, 2020 in the amount of \$18,268.72.**

**Selectman Gonyer announced that the Board signed payroll manifest pay period December 6 – 19, 2020 with a pay date of December 24, 2020.**

IV. Approval of Minutes

**Selectman Gonyer moved to accept the non-public and public meeting minutes dated December 15, 17 and 30, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

Selectman Foote asked when are the manifests available for the Board to review? Town Administrator Wrigley stated that the invoices are available from the Bookkeeper after the manifest is prepared. The check register which includes the invoices is available the afternoon of the meeting.

V. Adjourn

**Selectman Gonyer moved to adjourn at 9:13pm. Seconded by Selectman Michaels with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary