



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, FEBRUARY 2, 2021
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. Utilizing Zoom Conference Call were Selectmen, Matthew A. Burrill; Chairman, Lawrence B. Foote; Vice-Chairman, Lisa L. Gonyer, 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 were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by Town Administrator Wrigley.

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

Chairman Burrill moved to go into non-public session at 6:01pm 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 6:18pm. Seconded by Selectman Melvin 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 6:18pm under RSA 91-A: 3 II (b) – New Hire. 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 6:25pm. Seconded by Selectman Melvin 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 6:25pm under RSA 91-A: 3 II (c) -- Reputation. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Michaels moved to recess the non-public session at 7:05pm. Seconded by Selectman Gonyer. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Chairman Burrill called the public portion of the meeting back to order at 7:09pm.

As Chairman of the Board of Selectmen for the Town of Newton NH, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2021-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe or listen contemporaneously to this meeting which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Utilizing Zoom Conference Call for this electronic meeting. All members of the Board have the ability to communicate during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #9292056099. Meeting ID number is 81879795674. Or using the link provided here:
<https://us02web.zoom.us/j/81879795674>

We previously gave the notice to the public of the necessary information for accessing the meeting, including how to access the conference call via phone.

If anyone has a problem, please email BOSSecretary@newtonnh.net. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

II. Scheduled Business

A. Eagle Scout Project – Derrick Fresco

Derrick Fresco presented to the Board his proposed Eagle Scout project to build a patio and two picnic tables at the Town Beach. It would be located between the shed and beach. To raise funds, he will be selling bricks that will be used to build the patio. He is hoping to have the project completed by the beginning of summer.

Mrs. McCarthy reminded Derrick that he will need a wetland permit and she offered to assist him.

Once the project is completed, Derrick will need to have the Board sign off as completed.

Chairman Burrill moved to authorize Derrick Fresco to build a 12x20 foot patio and 2 picnic tables at the Town Beach as part of his Eagle Scout project. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

B. Candidates Night

Chairman Burrill explained that normally the Cable Committee sponsors a Candidates Night prior to the March Town Elections. Due to the pandemic the Committee decided to not hold the event but to ask candidates to provide a video introducing themselves that would be broadcast on the cable channel. During the Deliberative Session, residents requested that the Board of Selectmen hold the event.

Chairman Burrill and Selectman Gonyer recused themselves from the discussion because they are candidates. Selectman Foote assumed the Chair.

Selectman Foote asked if Secretary Morin was able to reach out to Cable Station Manager (CSM) Saucier to see when he was available. Secretary Morin informed the Board that CSM Saucier is not comfortable with having to hold additional meetings. He would recommend the Board hold the event either prior or after the February 16, 2021 Board of Selectmen's meeting. She informed them that they will need a moderator and will need to contact the candidates as soon as possible. Selectman Foote asked if the meeting could be the same format as the Deliberative Session. She stated that yes if it is on February 16, 2021. The Board agreed to hold the event after the February 16, 2021 Board of Selectmen's meeting. The Selectmen's meeting will be from 5:00-6:00pm with the Candidate's night to follow.

Mrs. McCarthy stated that she feels it is important that residents have the opportunity to hear and ask questions of the candidates.

Secretary Morin stated that the meeting is not essential and why would the EOC support it. Mrs. McCarthy stated that she was speaking as a resident not as a representative of the EOC. She went on to

state that in previous years it was the Selectmen that held the event. She believes that the event can be held safely using the same procedures as the Deliberative Session.

Mr. Robert Donovan stated the people are already there for the Selectmen's meeting so where is the risk. Secretary Morin responded that at the Deliberative Session there were three times the number of people than at a Selectmen's meeting.

Selectman Michaels stated that using the hybrid meeting will allow residents to use Zoom and not have to be at the Town Hall in person. Mr. Crnolic agreed with Selectman Michaels. As a candidate for Selectmen, he would welcome the opportunity to address the residents.

Ms. Collyer would be interested in hearing from all the candidates.

Mr. Donovan stated that some residents are not able to use Zoom so they would need to be in person for the event.

Mr. Jim Baker agrees that holding a hybrid Candidate's Night will allow for more participation.

Selectman Foote moved to hold Candidate's Night on February 16, 2021 from 6:00 - 8:30pm using the hybrid meeting format. Seconded by Selectman Melvin. Foote – aye, Michaels – aye, Melvin – aye.

Chairman Burrill and Selectman Gonyer rejoined the Board.

C. Master Plan Steering Committee Presentation – Annie Collyer

Chairman Burrill stated that he believes this is an important initiative for the Town. He would like the Board to draft a memo to be sent out to the Department Heads explaining what the Master Plan Steering Committee is working on and ask for their input.

Ms. Collyer stated that the Master Plan is the basis for zoning regulations in the Town per RSA's. She reviewed the recommendations provided by the Rockingham Circuit Rider for updates to the Town's Master Plan. The RSA's recommend updating the plan every 5-10 years and the Town's last update was over 10 years ago. She is requesting the Planning Board ask all departments, boards, commission, and committees to have a representative on the Master Plan Steering Committee to help update their specific area in the Master Plan and to attend a monthly meeting.

A second need is a survey that will go out to residents asking for their input on how they see the future for the Town. The committee is recommending hiring the Rockingham Planning Commission to handle the survey. The department, board, commission, and committee representatives would help with getting the word out about the survey.

The goal is to have the vision statement completed by June. The committee drafted a letter that the Planning Board could use to send to department heads, boards, committees, and commissions.

Ms. Collyer stated that the Master Plan falls under the Planning Board. The Planning Board updated their rules to allow for sub-committees provided no more than 3 members are in attendance. The committee encourages and welcomes any resident to join them. One of the goals is to have the Master Plan available online and easy to use.

Selectman Gonyer asked if there would be a web page on the Town's website. Secretary Morin stated that one has been created for the committee.

Selectman Melvin asked if an employee that has not gone over their allowed hours for the week could be paid to attend the committee meetings if they are representing their board, department, commission or committee? Chairman Burrill asked if there is a schedule for meetings? Ms. Collyer stated that the

meetings are scheduled for the third Thursday of the month at 7:00pm. She went on to state that the committee can only recommend to the Planning Board who will then need to hold a Public Hearing. Chairman Burrill, in answer to Selectman Melvin's question, that it should be on a case-by-case basis. Ms. Collyer stated that it would be a limited number of meetings that they would need to be attend. She hopes that employees would join as a private citizen.

Selectman Gonyer asked if town employees were paid who were on the Fire Station Committee. Mrs. McCarthy stated that the secretary was a paid employee.

Mr. Crnolic stated that Mr. Jack Kozec, who works at the Transfer Station, would be a valuable asset to the committee.

Chairman Burrill recommends asking for volunteers and to table the topic of paying employees to attend the meetings. The Board agreed to table the topic.

Chairman Burrill moved to authorize the Chairman to sign a memo to be sent to all departments, boards, commission, and committees introducing the Master Plan Steering Committee and the initiative in order to get cooperation. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

D. Town of Merrimac continuation – exclude heavy commercial vehicles

Mr. Alan Cloutier addressed the Board and explained why Merrimac MA would like to have heavy commercial vehicles excluded from Wentworth, West Hadley, and Hadley roads. The roads were not built to handle heavy vehicles. Per MASS DOT, they need to provide a truck route prior to placing the restrictions on the roads.

He explained that the only signage would be to exclude the vehicles on the roads above. There would be no signage providing the best truck route. No signs will be installed on route 495 as well.

Selectman Michaels asked where the signage would be placed? Mr. Cloutier stated that in order to place signage in Newton, they would need the Town's permission.

Selectman Michaels asked Mr. Cloutier if they did a survey of how many vehicles are using those roads. Mr. Cloutier stated they did gather information and found 6% of the traffic were heavy vehicles.

Selectman Michaels read the email received from NH DOT recommending the Town review the proposed truck route for potential adverse impact on infrastructure, activities, and abutters. The email did not address the proposed project at the intersection of route 108/Maple Ave/ Amesbury Road that the NH DOT is working on. She sent an email to NH DOT asking if the proposed route would have an effect on the project and she is waiting for their response. Mr. Cloutier stated that it should not really affect the traffic pattern at the intersection.

Mr. Robert Sinibaldi, DPW Commission for Merrimac MA, is working with Mr. Cloutier on the project. He appreciates the Town taking this matter under consideration. He stated that the roads in question are not able to handle the heavy vehicles. They would like to re-do the roads but do not want to if heavy vehicles are not excluded.

Selectman Melvin stated he stopped by a sub-station of the NH DOT and was told that no signs can be posted on State roads. He stated that it would cause confusion for the truck driver if the exclude signage was in Merrimac MA. Mr. Cloutier stated that with the Town's permission, signage would be posted to exclude the vehicles on Town property. Merrimac MA would pay for the signage and maintenance.

Chairman Burrill recommends that the Board hold a public hearing on March 2, 2021 at 7:00pm. The Board agreed with holding a public hearing.

E. Fire Department – Contract for Grant writing

Chief Alcadinho would like approval to sign an agreement with First Responders Grants, LLC to assist the Fire Department with writing grants. If the grant is approved, the cost for the service is refunded.

Selectman Gonyer moved to authorize Chief Alcadinho to sign the Consulting AGSP Agreement with First Responders Grants, LLC for one year at a cost of \$1,500.00. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

F. EOC update

Mrs. McCarthy reminded everyone of the importance of these updates for both the Board and residents. She stated that the EOC is in daily communications with Homeland Security, the State and other governmental agencies to ensure the safety of the Town during the pandemic. The updates are to help the Board make informed decisions when needed. The Board agreed with Mrs. McCarthy that the briefings the EOC provides are relevant in assisting the Board with decision making.

Mrs. McCarthy provided the Board with local statistics for the town and schools.

The EOC has also been answering and assisting residents with issues getting appointments for vaccines. On one of the conference calls with legal, the EOC was informed that the issues people are experiencing with getting appointments is being worked on. They are expanding the number of vaccination sites in a few towns along with other enhancements. They are working on the registration process to make it easier to use. The EOC have helped some First Responders in town to get them scheduled for the first vaccine. The State is working on solutions to handle people who are not NH residents or do not have an identification card such as a driver's license. There is frustration when calling 211 from residents being on hold for extended amount of time.

She reviewed Emergency Order 74 which mandates face coverings must be worn when social distancing cannot be maintained. The order was extended to March 26, 2021. Emergency Order 83 deals with local elections. It allows the pre-processing of absentee ballots. Emergency Order 72 was extended to March 26, 2021 and deals with employees who may have been exposed to COVID-19 outside their employment.

EMD Foote is working on getting a site setup in town to vaccinate residents.

The Board thanked the EOC for their hard work.

G. Snow removal – Library and Town Hall

Chairman Burrill stated that a previous board, of which 3 current members were part of, agreed to remove the duties of shoveling snow and sanding from the custodian because he was taking over cleaning the Town Buildings from the vendor whose contract was terminated. At that time, an employee at the Transfer Station took over for a while. Once the employee left, the highway road crew assisted. Chairman Burrill is looking for the Board to approve a budget for this task.

Selectman Melvin stated that he was at the Town Hall in the morning and the side door and rear ramps were cleared. He also, stated that there was a person shoveling the walkway at the library. He suggested a budget of \$1,000.00 for the remainder of the season. Chairman Burrill reminded the Board that the person/s would need to be dependable and must carry insurance. Selectman Michaels suggested \$25.00 per hour.

Selectman Foote moved to approve a budget of \$1,000.00 at a rate of \$25.00 per hour, to hire a person/s to shovel snow and sand when necessary at the Town Hall and Gale Library. Seconded for discussion by Selectman Melvin.

Selectman Foote would like to keep the person shoveling snow at the library. Secretary Morin stated that the person just does the walkway and does not clear the snow at the bottom of the front steps nor sand.

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

Secretary Morin will update the Board as needed if someone applies or if no one applies for the position.

H. Closing Town Buildings

Chairman Burrill stated that the Chairman is responsible for the decision to close Town Hall. The Chair will notify the other members but does not need their approval. Selectman Gonyer stated this was put in place because it is usually time sensitive and trying to reach all the members for their input could take too much time.

Chairman Burrill stated that all Board members make the decision to close the Transfer Station. He is asking the Board if they would like to use the same process as the Town Hall whereby the Chairman makes the decision and then notifies the other members.

Selectman Michaels asked if the Transfer Station is open during severe weather. Selectman Melvin stated that at times they are.

Chairman Burrill moved to authorize the Chairman to make the decision whether to close the Transfer Station due to severe weather after speaking with the Transfer Station Manager and Road Agent. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

I. Land Use Change Tax

a. Tax map 1-4-6 in the amount of \$1,400.00

Selectman Gonyer moved sign the Land Use Change Tax for tax map 1-4-6 in the amount of \$1,400.00. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

b. Tax map 8-7-2 in the amount of \$600.00

Selectman Gonyer moved sign the Land Use Change Tax for tax map 8-7-2 in the amount of \$600.00. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

J. Per RSA 31:95-b to accept and expend unanticipated funds for the Food Pantry in the amount of \$50.00 from Margaret Connors

Selectman Gonyer moved to accept and expend unanticipated funds per RSA 31:95-b for the Food Pantry in the amount of \$50.00 from Margaret Connors. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

K. Health Officer – appointment renewal

Selectman Gonyer move to reappoint Robert Leverone as the Health Officer, term to expire on Feb 6, 2024. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

L. Gale Library Trustees

a. Resignation – Library Trustee

The board accepted Mrs. Anne Banks resignation with thanks.

b. Appointment to fill open Library Trustee position

Selectman Gonyer moved to appoint Amanda Smart as a Library Trustee for 2021-2022. Second by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

c. Appointment to fill open Alternate Library Trustee position

Selectman Gonyer moved to appoint Anne Banks as an Alternate Library Trustee for 2021-2022. Second by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

III. Other Business

A. Manifests

Selectman Gonyer moved to sign vendor manifest dated February 2, 2021 in the amount of \$879,529.76 of which \$716,000.00 goes towards the February Sanborn Regional School District

payment. 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 February 2, 2021 in the amount of \$918.60. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Police Special Details vendor manifest dated February 2, 2021 in the amount of \$382.32. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign payroll manifest pay period January 17-30, 2021 with a pay date of February 4, 2021. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

B. Requisitions

Selectman Gonyer moved to sign requisition 2021002 in the amount of \$2,370.86 to purchase a new Firewall and for installation at the Fire Station. Funds to come from the Cable Revolving Fund. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign requisition 2021003 in the amount of \$1,954.08 to purchase a new 2 new Uninterruptible Power Supplies for the server in the Town Hall. Funds to come from the Cable Revolving Fund. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

IV. Approval of Minutes

Selectman Gonyer moved to seal the non-public session minutes dated January 18, 2021. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to the non-public and public meeting minutes dated January 18, 2021 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to accept the GOFERR Grant public hearing minutes dated January 18, 2021 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to accept the Budget and Warrant Articles public hearing minutes dated January 18, 2021 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Chairman Burrill would like to have a meeting on February 9, 2021 beginning at 5:30pm to finish the non-public item that they were not able to complete at tonight's meeting.

Selectman Foote received calls from residents informing him that the dumpsters at the Transfer Station were full over the past weekend and that residents were instructed to throw their trash on the ground. Selectman Foote stated that he spoke with Transfer Station Manager Gagnon who informed him that one of the hoppers is broken and the vendor had not been there to repair it. Another contributing fact was that the vendor did not pick up on Friday as they normally do. The Board asked Town Administrator Wrigley to reach out to Transfer Station Manager Gagnon for his opinion if a new vendor is needed.

Selectman Foote stated that some residents have asked him for a list of customers that use the Commercial Hauler services. They also noticed that the vehicle still has a town sticker even though he lives out of town and they were wondering if it was legal for him to service the residents. Selectman Gonyer reviewed the

Commercial Hauler policy and stated that the hauler does not need to be a resident. His permit allows him to be at the Transfer Station on the days specified in the policy.

Selectman Melvin stated that the specified days be changed to not allow the hauler on Saturday. Selectman Gonyer stated that the Board changed the days per recommendation from Transfer Station Manager Gagnon. She is recommending tabling the discussion until the Manager can be present to discuss.

Selectman Gonyer addressed the question of providing a customer list to residents utilizing the service. She stated a list is kept at the Town Hall and Transfer Station. Selectman Melvin asked when the customer list was updated. Secretary Morin stated the list was presented at the time he paid for his permit which was in late January 2021.

V. Non-public Continuation

Selectman Gonyer moved to close non-public at 9:11pm. Seconded by Selectman Michaels. Burrill –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, Gonyer – aye, Michaels – aye, Melvin – aye.

VI. Adjourn

Selectman Gonyer moved to adjourn at 9:12pm. Seconded by Selectman Michaels.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary