



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, FEBRUARY 16, 2021  
TIME: 5:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD and  
ZOOM CONFERENCE CALL**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Burrill called the meeting to order at 5:06pm. 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. Utilizing Zoom Conference Call was Selectman Kathryn Michaels. The public meeting was videotaped; 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 5:06pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Melvin with a unanimous roll call vote: Burrill – aye, Foote – aye, Michaels – aye, Melvin – aye.**

Selectman Gonyer joined the meeting at 5:20pm.

**Chairman Burrill moved to close the non-public session at 5:25pm. Seconded by Selectman Melvin with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

Chairman Burrill called the public portion of the meeting back to order at 5:25pm.

**II. Scheduled Business**

**A. Police Department Quarterly Review**

Chief Jewett presented to the Board a quarterly review of the Police Department. He reviewed the 2020 call statistic, budget, and training. For 2021, the department is looking to hire 2 full-time and 2 part-time officers. One full-time officer will be hired as a School Resource Officer and the school district will fund 80% of the salary. The department was able to attend the required trainings in 2020. A town resident has volunteered to revise the police department website. For the safety of the officers, 3 exterior doors were replaced with doors with glass to allow the officers to see outside prior to exiting the building. The front lobby is being evaluated to make it handicap accessible. He is also looking at having the building re-sided.

Chairman Burrill asked if the calls have increased? Chief Jewett stated that they have not.

Chairman Burrill asked if there are any grants available? Chief Jewett stated grants are tough to get. He applied for a grant for ballistic vests from DOJ and is waiting to see the amount that will be awarded.

**B. Treasurer position**

Chairman Burrill announced that the current treasurer decided to not run for a second term. No residents filed for candidacy for the position. The Board must appoint an interim treasurer within 6 days after the Town elections are held. He stated if any resident is interested, they should talk to current treasurer.

Chairman Burrill would like to have the job description posted on the Town's website.

Selectman Melvin asked if there are any qualifications for the position. Secretary Morin stated that it is an elected position so there are no requirements. Selectman Gonyer stated there are some courses available.

Selectman Michaels asked if this was a paid position? Chairman Burrill and Selectman Gonyer stated that there is a stipend paid monthly. Secretary Morin stated that the stipend is \$7,500.00 per year.

The Board agreed to post the job description on the Town's website.

**C. Deputy Town Clerk/Tax Collector position**

Chairman Burrill announced that Deputy Town Clerk/Tax Collector Chery Saunders will be retiring at the end of March 2021. Secretary Morin stated that Town Clerk/Tax Collector MaryJo McCullough would like the Board to approve the job description and ad so that she may post it on the Town's website. Town Clerk/Tax Collector MaryJo McCullough will interview potential candidates. The Board will then interview those candidates for final employment.

**D. Veterans Tax Credit**

**Selectman Gonyer moved to sign Veterans Tax Credit for tax map 6-9-25 starting tax year 2021 with thanks. Seconded by Selectman Melvin with a unanimous vote.**

**E. Per RSA 31:95-b to accept and expend unanticipated funds for the Food Pantry**  
**Selectman Gonyer moved to accept and expend unanticipated funds for the Food Pantry per RSA 31:95-b from the Gideon Lodge No. 84 and AM in the amount of \$100.00, from Paul and Carol Szot in the amount of \$100.00 and from James Marino in the amount of \$100.00 with thanks. Seconded by Selectman Melvin with a unanimous vote.**

**III. Other Business**

Chairman Burrill reminded the Board that a quorum is needed for the March 9, 2021 Town election.

**A. Manifest**

**Selectman Gonyer moved to sign vendor manifest dated February 16, 2021 in the amount of \$135,723.60. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Gonyer moved to sign vendor manifest Cable Revolving Fund dated February 16, 2021 in the amount of \$9,967.17. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Gonyer moved to sign vendor manifest New Fire/Rescue Station dated February 16, 2021 in the amount of \$10,087.61. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Gonyer moved to sign vendor manifest Police Special Details dated February 16, 2021 in the amount of \$744.60. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Gonyer moved to sign payroll manifest pay period January 31 – February 13, 2021 with a pay date of February 18, 2021. Seconded by Selectman Foote with a unanimous vote.**

**B. Requisitions**

**Chairman Burrill moved to sign requisition #PB-001 in the amount of \$3,500.00 for Rockingham Planning Commission Contract for assisting the Town with updating the Master Plan. Seconded by Selectman Melvin for discussion.**

Selectman Gonyer stated that she has not seen the requisition and asked if the purchase policy was followed which would require 3 quotes. Selectman Foote stated that there were 3 quotes attached to the requisition. Chairman Burrill stated that the Planning Board reviewed the 3 quotes and recommended quote from Rockingham Planning Commission. The Board signed the requisition.

**The motion passed with a unanimous vote.**

**IV. Approval of Minutes**

**Selectman Gonyer moved to accept the non-public and public meeting minutes dated February 2, 2021 as written. Seconded by Selectman Melvin with a unanimous vote.**

**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 with a unanimous vote.**

**V. Adjourn**

**Selectman Gonyer moved to adjourn at 5:49pm. Seconded by Selectman Melvin with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary