



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN**

**DATE: TUESDAY, APRIL 6, 2021**

**TIME: 6:00PM**

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

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Foote called the meeting to order at 6:02pm. In attendance were Selectmen, Lawrence B. Foote; Chairman, Charles R. Melvin Sr.; Vice-Chairman, Kathryn Michaels, Matthew A. Burrill, Edwin Crnolic, Town Administrator Nancy J. Wrigley, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was videotaped; 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, Dismissal (b) – Hiring New Employee (c) – Reputation**

**Selectman Burrill moved to go into non-public session at 6:02pm under RSA 91-A: 3 II (a) – Compensation. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to close the non-public session at 6:05pm. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to go into non-public session at 6:05pm under RSA 91-A: 3 II (b) – Hiring new employee. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to close the non-public session at 6:17pm. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to go into non-public session at 6:17pm under RSA 91-A: 3 II (a) – Dismissal. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to close the non-public session at 6:20pm. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to go into non-public session at 6:20pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**



**Selectman Burrill moved to close the non-public session at 6:55pm. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Chairman Foote called public meeting back to order at 7:00pm.**

**II. Scheduled Business**

**A. Seal non-public minutes**

**Selectman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a), (b) and (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 Crnolic with a unanimous vote.**

**B. Review Impact Fee – Bruce Mayberry**

Mr. Mayberry addressed the Board. The original school impact fee was first prepared in 1999. Updates were done in 2005 and 2013. To date the Town has collected approximately \$924,000 in school impact fees adjusted for inflation over time. The fees allow the Town to recoup funds for municipal buildings that were built prior to new construction. He reviewed how the impact fees are calculated. The number of pupils living in housing created after the impact fees was first put in place is 30%. The overall average has gone down.

He reviewed the new proposed fees schedule. Once the School Bond is paid off the impact fees can be redirected to help maintain the buildings.

Selectman Burrill asked what the next steps are? Mr. Mayberry stated that the Planning Board needs to review. The Board will need to hold a public hearing and then the Board can vote to accept it.

Mr. Michael Andrews, Planning Board Chairman, stated that it is on the April 13, 2021 agenda for the Planning Board to review.

Mr. Andrews asked how the decision to charge the fee based on square footage or dwelling unit is made. Mr. Mayberry stated that the Town has used the dwelling unit as the basis for the fee because it applies to all new construction and is less complicated. The square footage is there as an option. The Board of Selectman would make the final decision. Mr. Mayberry suggested that if the Board decides to use the square footage, they set a limit on the amount of square footage that would be charged.

Selectman Burrill suggested that a public hearing be scheduled for the first Board of Selectmen's meeting in June.

Town Administrator Wrigley asked which method Mr. Mayberry recommends. He would recommend the lower of the fees which is Method A. Mr. Mayberry stated that he is available to answer questions.

The Board asked when the notice needs to be posted in the Carriage Towne News for a public hearing. Secretary Morin stated that the decision needs to be made by May 4<sup>th</sup>. Selectman Burrill recommended the Board make the decision at their next meeting, April 20.

**C. Janet Stevens – Executive Council**

Ms. Stevens had a conflict and re-scheduled her visit to April 20, 2021.

**D. EOC Update**

Mrs. Trisha McCarthy addressed the Board. She reviewed the statistics for cases of positive COVID-19 at the schools.

The State is working on guidelines for outdoor events such as parades.

Homeland Security is still processing payments for EMT's that have worked vaccination clinics.



The new State vaccine website is called VINI and residents can schedule vaccinations through the site. The website can also be used to register for super vaccinations sites such as the one being held April 10 in Loudon.

Those that used the VAMS website to register and receive their first shot are not seeing their registration information in VINI. They will need to register with the VINI site and their information on what vaccine they received should be there. Those residents that received their first shot in Exeter will now have to go to Newington or re-schedule for a different location.

Some residents that have had a vaccine shot are receiving text messages asking about them how they feel. Mrs. McCarthy stated that it is ok to answer them. To opt out, text STOP back and you will be removed.

State guidelines are being updated for re-opening municipal buildings and the mask mandate is still in effect for another 3 weeks.

Employers can ask employees what their vaccination status is and can ask for a copy of the vaccination verification card. Employees do not need to oblige.

Virtual meetings are still allowed. If a physical location is available, the COVID-19 announcement does not need to be read.

Lifeguards who are minors and want the vaccine will need parental/guardian approval.

The EOC and EMS will be working at the High School providing the second shot and again on April 20<sup>th</sup> at Packer Meadows.

The EOC needs to be notified if a town employee tests positive. They should be notified when an employee has been fully vaccinated. Employees are not required to be vaccinated.

#### **E. Re-opening Town Buildings**

Selectman Michaels stated that the Town Hall is open by appointment and recommends leaving things as is. Chairman Foote agrees but the Board needs to begin discussing how to open safely when the State of Emergency Order is lifted.

Ms. McCullough addressed the Board and stated that the Board should wait until all employees at the Town Hall are vaccinated. She asked how will the flow of traffic be controlled in such a confined space. She went on to state that some employees are not eligible for the vaccine due to their age.

Chairman Foote stated that if an employee does not want to get vaccinated that Town will not be held liable.

Selectman Michaels stated that even if the order is lifted, the Board still needs to protect employees. She does not see any benefit to changing the way things are working. She has not heard anyone complaining that they are unable to do business with the Town Hall.

Selectman Burrill asked if there have been any complaints filed. Town Administrator Wrigley stated she has not received any. Ms. McCullough stated that people ask when the Town Hall will be fully opened but has not had any complaints. Once fully open, she would ask residents to continue using the online system as that works well.

Selectman Michaels asked how other employees feel. Secretary Morin stated that she would be more comfortable waiting until everyone working in the building were vaccinated. Town Administrator Wrigley stated that someone would be needed to monitor the public such as taking temperatures or asking the COVID-19 questions. Chairman Foote stated that the State is working on guidelines and he is unsure if a



person could be refused entry to the Town Hall. Town Administrator Wrigley expressed concern about the Building Inspectors office and that the public needs to go through the kitchen to get to it.

Chairman Foote reiterated that this discussion is just the beginning of the process. Selectman Michaels stated we as a Town need to find out what the Town can legally do to protect everyone.

Chairman Foote asked what would be needed to fully open. The number of people allowed in on the first floor would need to be limited to 3. A sign would be placed outside stating only 3 people at time.

Selectman Burrill asked if the Governor's order was going to be lifted. Chairman Foote stated that it was extended for another 21 days.

Mrs. McCarthy stated that the Town can be more restrictive than the State. She stated that she believes the order will be extended for another 21 days to cover the school vacation. Some Towns keep a log to make contact tracing easier.

Town Administrator Wrigley asked Mrs. McCarthy if someone comes in and tested positive, will we all have to quarantine. She stated that yes if you came in close contact with that person.

Selectman Michaels suggest purchasing HEPA air filtration systems for the first floor.

#### **F. Fire/Rescue Station Update**

Chief Alcadinho stated that a meeting was held with the Building Inspector, Liaison for Building and Fire Departments, Jeff Murphy, SFC Engineering, and himself to review the project status. A report from Mr. Murphy was reviewed with minor issues found on the sprinkler system design. The fire pump has been recently ordered and will take several months to receive.

The fire pumphouse will need to have a fire protection system, which is a fire alarm system, installed. A quote was obtained from the original installer of the fire protection system and a copy of the plans used in the main building. Fire protection plans will need to be reviewed by a Fire Protection Engineer to ensure it is to code. Chief Alcadinho recommends amending SFC's contract to include review of the fire protection system for the pumphouse and administrative offices. He believes there will be an additional cost to install the fire protection system for the pumphouse and to bring the administrative offices to full compliance.

Mr. Murphy looked at the exhaust system and determined that it does not meet NFPA 1501 standards. He will provide a report to the Board.

The next step is to work on the fire protection system for the pumphouse. Chief Alcadinho is recommending hiring the same contractor that installed the system in the main building. Chairman Foote asked why hire the same contractor if the job was not done correctly. Chief Alcadinho stated that the contractor submitted the plans to the building department and installed the system per the plans. Chief Alcadinho stated that no one can locate the inspection report or final testing for the main building.

Chief Alcadinho and the team are working to get all the different pieces in place before the pump arrives.

##### **a. Requisition 2021004 – Contract for Fire Protection Engineer**

Selectman Burrill stated that the Board was polled to see if the members were in favor of hiring SFC Engineering to review the sprinkler system design plan, provide fire inspections, a final inspection and to evaluate the existing exhaust system. The Board agreed to move forward and to ratify the vote at this meeting. Selectman Burrill stated that the funds should not come from the Fire/Rescue Station Bond but from where the \$300,000.00 per warrant article 4.

Selectman Michaels asked if the Board should wait until the second contract is available that may offer a discount if the 2 contracts are combined. Chief Alcadinho stated that the prices are increasing and recommends signing this contract. Then work out another contract for the fire protection system for the pumphouse. He is willing to contact SFC Engineering to work on a second contract.



**Selectman Burrill moved to authorize the Chairman to sign the requisition for a contract with SFC Engineering to provide services as stated above in the amount of \$6,700.00. Funds to come from the Town Buildings Fund. Seconded by Selectman Michaels with a unanimous vote.**

**Selectman Burrill moved to authorize Chief Alcadinho to discuss with SFC Engineering a quote for additional fire protection engineering services. Seconded by Selectman Crnolic for discussion.**

Chairman Foote asked Chief Alcadinho to request a quote for the fire protection system from the original vendor to complete the main building and pumphouse.

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

**G. FD – Engine 2 repair estimate**

Chief Alcadinho stated that Engine 2 needed to be towed to Lawrence for repairs. The estimated cost to repair the truck is \$3,131.88. He informed the Board that this truck is to be traded in when the new truck arrives. According to the lease agreement, Engine 2 must be delivered in working order. He proposed 2 options. First is to fix the truck. The second is to have the truck towed to Greenwood Motors in North Attleboro MA to be repaired. The Town would owe Greenwood Motors the cost of repairs. Chief Alcadinho stated that option 2 will be more expensive than to fix the truck.

Chief Alcadinho stated that the department has a loaner from East Kingston. He would feel better having the Town's own truck repaired and not be responsible for the loaner. It may take a week to get Engine 2 back and once back it will be placed in service. At that time, the loaner will be returned. Engine 1 will not be back in service for about 4 weeks.

**Selectman Crnolic moved to approve and sign repair quote for Engine 2 in the amount of \$3,131.88. Funds to come from Fire Department repair budget. Seconded by Selectman Burrill with a unanimous vote.**

Chief Alcadinho asked the Board to consider allowing him to authorize repairs to apparatus without having to come before the Board if the funds are in the budget. The Board will take this matter up at another meeting.

**H. Master Plan – Vision Statement**

Selectman Burrill will write the vision statement.

**I. Review quote – Edging base paths at Greenie Park**

Secretary Morin stated that she received an email from a representative from the Baseball/Softball league asking for a quote from the landscaper to edge the base paths. She reached out to the vendor for an estimate which was \$1,650.00 for a one time edging. The Board discussed the request and would like to reach out the league to see if they would split the cost 50/50. Selectman Burrill suggested the funds could come from the Recreation Budget.

**Selectman Crnolic moved to speak with the Baseball Organization to discuss splitting the cost of edging the base paths at Greenie Park in the amount of \$1,650.00 of which the Town would pay \$825.00. Funds to come from the Recreation Commission budget. Seconded by Selectman Melvin for discussion.**

Selectman Michaels stated that she does not have enough information to vote.

**The motion passed. Selectman Michaels abstained.**

**J. Policy sub-committee membership**



Selectman Burrill stated that the Board has had for years a sub-committee to update and create policies for the Town. Currently there are no members on the sub-committee. Selectman Michaels and Crnolic will be on the sub-committee.

**K. Review RFP for Household Hazardous Waste Day**

**Selectman Burrill moved to release the RFP for Household Hazardous Waste Day as written. Seconded by Selectman Crnolic with a unanimous vote.**

Town Administrator Wrigley explained that there is an annual report that the Transfer Station needs to file with DES each year that is due. The Chairman needs to sign off on the report.

**Selectman Burrill moved to authorize the Chairman to sign the annual Solid Waste Facilities Report for 2020. Seconded by Selectman Melvin with a unanimous vote.**

**L. Emails for Town employees**

Selectman Melvin stated that the members of the Board of Appeals would like to have Town email addresses for town business conducted as a member of the BOA. Selectman Crnolic asked the cost for the email and Secretary Morin stated the cost is \$5.00 per user per month for a Microsoft Exchange email address. Chief Alcadinho stated that there is one member requesting a town email. Selectman Michaels stated that the Planning Board and Board of Appeals are judicial boards. Selectman Crnolic stated that any town employee that handles sensitive information should have a Town email address. Secretary Morin explained that even if you go with another email provider, you will still have to pay a fee of some sort for a business class email. She also stated that the funds would come from the Cable Revolving Fund which at the rate of spending will not be sustainable. Chief Alcadinho stated that when he sends out an email that all the department members are notified. The members of the fire department would like to have a town email address.

**Selectman Burrill moved to approve town emails for the Board of Appeals members. Seconded by Selectman Melvin with a unanimous vote.**

Chairman Foote asked Selectman Crnolic to research alternative email provider for the Fire Department.

**M. Replacement laptops for Selectmen**

Secretary Morin stated that RMON received a request for a new laptop from Selectman Melvin. She reached out to RMON to provide a quote to replace all the Selectmen's laptop at the same time. Upon further discussion the Board decided that they do not need to replace the laptops they use.

**N. Resignation Letter – Annie Collyer from Transportation Advisory Council**

Selectman Melvin read the resignation letter from Annie Collyer.

**Selectman Burrill moved to accept the resignation letter from Annie Collyer to the Transportation Advisory Council with thanks. Seconded by Selectman Melvin with a unanimous vote.**

**O. Treasurer Candidates**

Secretary Morin asked the Board when they would like to interview candidates for the Treasurer's position. Selectman Burrill stated that the interview must be a public interview because the Board is trading their vote for the voter's vote. The Board will need to vote at the meeting as well. The Board discussed when to hold the public meeting. It was decided to hold the meeting April 14, 2021 at 6:00pm. Candidates will be able to utilize Zoom for the meeting.

**III. Other Business**

**A. Liaison Reports**

**a. Recreation Commission**

Selectman Burrill informed the Board that the Recreation Commission is moving forward with advertising for lifeguards. The plan is to open the beach with lifeguards around Memorial Day. The Commission is moving forward with the Memorial Day Parade. They are also planning Old Home Day in September.



**b. Conservation Commission**

Mrs. McCarthy informed the Board that the Chairman is Alicia Geilen, and the Vice-Chairman is Nancy Slombo. The Commission is reaching out to property owners.

**c. Planning Board**

Chairman Foote stated that the things are running smoothly. There are 2 new members on the Board. Michael Andrews is the Chairman and Denis Moran is the Vice-Chairman. Barbara White was appointed to fill Edwin Crnolic seat.

**d. Transfer Station**

Selectman Melvin stated that he spoke with Transfer Station Manager Gagnon about possible pay increase. He also spoke to him about submitting the requisition for the foam to fill the tractor tires.

**B. Letter from Department of Revenue Administration**

Selectman Burrill read the following letter from DRA about warrant article 4 from the 2021 Town Warrant. Town of Newton

ATTN: Board of Selectmen

2 Town Hall Road

Newton NH 03858

Dear Governing Body:

The Municipal Services Division is required by RSA 21-J:35 to review all appropriations and revenues to determine whether these appropriations have been voted according to the applicable statutes. The following issues were discovered:

Warrant article 4 was amended to include the following language, "Money to be earmarked for the sprinkler system, signs, apparatus bay exhaust system and for any other safety issue at the new fire station before being used for other town buildings". Per RSA 35:15 V. "In all cases, expenditures from a capital reserve fund shall be made only for or in connection with the purposes for which said fund was established or as amended as provided in RSA 35:16". Therefore, the amendment is disallowed since a change of purpose did not occur and the provisions of the amendment place limitations on the agents to expend from the fund.

While the amendment is advisory in nature, DRA's disallowance of the amendment does not prevent the selectmen from honoring the vote of the legislative body and utilizing the specific funds for the purposes as noted in the amendment.

Selectman Burrill stated that this is consistent with Town Counsel's opinion of the warrant article. He went to state that all the warrant articles are vetted by DRA for proper wording and legality.

**C. Manifest**

**Selectman Melvin moved to sign vendor manifest dated April 6, 2021 in the amount of \$78,960.37. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated April 6, 2021 in the amount of \$7,111.28. Seconded by Selectman Crnolic with a unanimous vote.**

**Selectman Melvin announced that the Board signed vendor March 31, 2021 in the amount of \$806,690.00 of which \$716,000.00 went towards the April Sanborn Regional School District payment.**

**Selectman Crnolic moved to sign Police Special Details Revolving Fund vendor manifest dated April 6, 2021 in the amount of \$345.34. Seconded by Selectman Burrill with a unanimous vote.**



**Selectman Crnolic moved to sign payroll manifest pay period March 14-27, 2021 with a pay date of April 1, 2021. Seconded by Selectman Burrill with a unanimous vote.**

**D. Veteran's Tax Credit**

**Selectman Burrill moved to sign Veteran's Tax Credit for tax map 10-1-4 beginning with tax year 2021. Seconded by Crnolic with a unanimous vote.**

**E. Appointments**

**Selectman Burrill moved to sign appointment for Toni Suslowicz to the office of Deputy Town Clerk/Tax Collector for 3-year term. Term to expire March 13, 2024. Seconded by Selectman Crnolic with a unanimous vote.**

**F. Requisitions**

The Board tabled Fire Department requisition 2385 for bronze grave markers until it can be determined where the funds will come from.

**Selectman Burrill moved to sign requisition #2569 for the Fire Department in the amount of \$4,057.00 for a Stee X-Strut and accessory package. Funds to come from Fire Department budget line item #422030. Seconded by Selectman Crnolic with a unanimous vote.**

**G. Timber Tax / Intent to Cut**

**Selectman Crnolic moved to sign timber yield tax in the amount of \$162.00 for tax map 6-8-7-2. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Crnolic moved to sign timber yield tax in the amount of \$0.0 for tax map 14-1-27-3. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Crnolic moved to sign timber yield tax in the amount of \$0.0 for tax map 12-2-22-4. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Crnolic moved to sign timber yield tax in the amount of \$0.0 for tax map 12-2-22-5. Seconded by Selectman Melvin with a unanimous vote.**

**Selectman Crnolic moved to sign the Intent to Cut for tax maps 5-4-18-2 and 5-4-19-2. Seconded by Selectman Burrill with a unanimous vote.**

**IV. Approval of Minutes**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated March 16, 2021 as written. Seconded by Selectman Crnolic with a unanimous vote.**

**V. Adjourn**

**Chairman Foote adjourned the meeting at 9:08pm.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary