



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

**DATE: TUESDAY, APRIL 20, 2021**

**TIME: 6:00PM**

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

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Vice-Chairman Melvin called the meeting to order at 6:00pm. 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 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 Town Administrator Wrigley. Selectmen Foote and Michaels attended via Zoom Audio Conferencing.

**Nonpublic Session under RSA 91-A:3 II (b) – Hiring new employee, (c) – Reputation, (a) -- Compensation**

**Vic-Chairman Melvin moved to go into non-public session at 6:01pm 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 Crnolic moved to close the non-public session at 6:10pm. Seconded by Selectman Burrill with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Crnolic moved to go into non-public session at 6:10pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Michaels with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

Building Inspector Shanti Wolph and Secretary Morin joined the meeting at 6:10pm.

Building Inspector Shanti Wolph and Secretary Morin left the meeting at 6:30pm.

**Selectman Burrill moved to close the non-public session at 6:43pm. 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 6:43pm 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 6:56pm. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

Vice-Chairman Melvin called the public portion of the meeting to order at 6:58pm.

**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. Executive Council Janet Stevens**

Executive Council Janet Stevens addressed the Board. She stated that her top priority is to her constituents and to the municipalities she represents. She reviewed the services available from the State and her first 100 days as an Executive Council.

She reviewed the 10-year plan for the Town regarding the intersection of Route 108, Maple Ave, and Amesbury Road. There will be a hearing in July 2021 to review the project.

She informed the Board that there are quite of few funds available from different state agencies. Should the Town need anything, we can reach out to her. She stated that the State is still waiting for guidelines from the Federal Government on the Americas Care Act.

Selectman Burrill thanked Executive Council Stevens for taking time to meet with the Board.

Selectman Crnolic asked if she had any update on the Rowes' Corner project. Councilor Stevens stated that there are 3 commissioners who will meet prior to the hearing in July to discuss process and procedures for the hearing.

**C. Request for residential sticker for commercial vehicle**

Vice-Chairman Melvin read a letter from Mr. Jamie Bezanson requesting a residential sticker for his vehicle that is registered to his business in another town. It is his only vehicle and as a taxpayer he believes he should be given a permanent sticker.

Selectman Burrill stated that he believes this resident represents a small number of residents in Town. He recommends that the policy be updated to state that a person would need to prove their domicile is in Town and a residential sticker would be given to them.

**Selectman Burrill moved to authorize the Policy Sub-Committee to update the residential sticker policy that if a person proves that they domicile in town a residential sticker will be given to them. Seconded by Selectman Crnolic for discussion.**

Selectman Michaels stated that the policy should go into effect immediately. Selectman Burrill stated May 1, 2021. Secretary Morin reminded the Board that they would need to approve the change before it can take effect.

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

**Selectman Burrill moved to issue a residential sticker to Mr. Jamie Bezanson as soon as possible. Seconded by Selectman Foote with a unanimous vote.**

Selectman Burrill stated that if there are other residents in this situation, the Board could take it on a case-by-case basis until the residential sticker policy is updated.

**D. Memo – Bookkeeper process for expending trust funds**

Selectman Crnolic read the memo from the Bookkeeper regarding the disbursement of funds from a Trust Fund. The Bookkeeper is looking for the process the Board will have Department Heads follow. The following questions were asked in the memo.

1. Do Department Heads have authority to order services and/or purchase items **without** prior Board approval, regardless of cost?

- Is there an approved project list for the Town Buildings, itemized in order of priority?
- 2. If the answer to item #1 is "no", to whom shall Department Heads remit invoices for Board approval? Town Administrator, Board Secretary or Bookkeeper?
- 3. Will the Board review and authorize all invoices in a public meeting?
- 4. If the final cost exceeds the previously approved \$ amount, will further Board review be required?
- 5. Once approved by the Board, who is responsible for providing the Trustees of Trust Funds with the invoice(s), the request for payment and supporting documentation? (Most invoices have, at most, a 30-day turnaround. Therefore, this process is time sensitive.)

The meeting was interrupted by static on a wireless microphone. The device was turned off.

Selectman Crnolic resumed reading the memo.

Question 1:

**Selectman Burrill moved that Department Heads do not have the authority to order services and/or purchase items without prior Board approval against the Capital Reserve Town Building Fund. Seconded by Selectman Crnolic for discussion.**

Selectman Crnolic asked if this would fall under the purchase policy. Selectman Burrill stated that this does not because it would not be coming out of the Department's budget. Town Administrator Wrigley stated capital reserve funds are handled differently than department budgets. The Board needs to direct the Trustees of Trust Funds when funds are needed to pay an invoice.

Selectman Crnolic asked if the Department Heads would need to wait for the Board to approve which can take up to two weeks. Selectman Burrill stated the fund is for Town Building and should not be for time sensitive things.

Chief Alcadinho addressed the Board. He stated that at a previous Board meeting he was instructed to order the exhaust system for the Fire/Rescue Station. Then he was told by the Chairman to hold off. Selectman Burrill asked to clarify why the Chairman instructed Chief Alcadinho to cancel the item when the Board had told him to order it. Selectman Foote stated that he was informed by Town Administrator Wrigley that the funds have not been transferred to the Capital Reserve Town Building Fund because DRA had not approved the warrant article yet. Chief Alcadinho stated that the only thing that has been ordered was what was discussed at the Deliberative Session and previous Board meetings.

Chief Alcadinho stated that the Board in previous meetings stated that the funds in the Capital Reserve Town Building Fund would first be used to complete the fire station. Selectman Burrill stated that the Board agreed to complete the fire station life safety issues first utilizing that fund.

Chief Alcadinho asked if he should order the exhaust system. Selectman Burrill stated that the Board had already given their approval. Selectman Foote stated that he was told to hold off on ordering because the funds were not available at the time Chief placed the order.

Town Administrator Wrigley stated that the Bookkeeper is receiving bills that have not been approved by the Board. Chief Alcadinho stated that the process should have been in place prior.

Chief Alcadinho stated that he canceled the signage and is unsure the status of the exhaust system.

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

Question 2:

**Selectman Burrill moved that all requisitions from Department Head to be remitted against the Capital Reserve Town Building Fund should go through the Town Administrator for Board approval. Seconded by Selectman Crnolic with a unanimous vote.**

Question 3:

The Board stated that they already review invoices in a public meeting.

Question 4:

Town Administrator Wrigley recommends the Board put a not to exceed amount when they make their motions.

Question 5:

Town Administrator Wrigley stated that she has done this in the pass and can continue to do so if the Board chooses. The Board agreed the process should stay the same.

Selectman Burrill stated that the priority list that was created earlier this year should be updated by the Department Heads. This will allow the Board to prioritize code and health safety issues. Selectman Crnolic stated that the fire station needs to be completed first. Selectman Michaels stated that the priority list allows the Board to respond to other needs with other Town Buildings.

Chief Alcadinho asked if it was now ok to order the vehicle exhaust system. The Board stated yes.

**a. Invoice – FD signage**

Chief Alcadinho stated that the signs go over the doors to designate which bay the vehicles go in.

**Selectman Crnolic moved to approve to pay invoice #12780 from Stay Safe Traffic Products Inc. in the amount of \$1,275.00. Funds to come from the Capital Reserve Town Buildings Fund. Seconded by Selectman Foote. Foote -- aye, Melvin -- aye, Michaels -- aye, Crnolic -- aye. Burrill -- nay.**

Selectman Burrill stated that he does not believe that these signs are a code, health, or life safety issue.

**Selectman Burrill moved to authorize the Town Administrator to resend the priority lists submitted by Department Heads to be updated. Seconded by Selectman Crnolic with a unanimous vote.**

**E. EOC update**

Mrs. Trisha McCarthy provided the EOC update.

The State is updating guidelines for municipalities, gatherings, parades, and other events. The guidelines are available online. The draft guidelines for disinfecting municipal buildings have changed. They are recommending that high touch surfaces and bathrooms be disinfected once a day or as necessary.

Municipalities can still require masks to be worn in their buildings.

She reviewed the statistics for COVID-19 within the Town and Schools.

The EOC has completed 2 vaccine clinics. One at the high school and one at Packer Meadows.

**F. Fire/Rescue Station update**

Chief Alcadinho will contact Secretary Morin if there is a need to update the Board on the project.

**G. Fire Chief – Clarification on Warrant Article 4 -- answered above**

**H. Request for second ISP provider for Fire and Police Departments**

Secretary Morin explained that there has been ongoing with issue with the internet going down intermittently. RMON has been working with Comcast to resolve the issues. Both have been onsite and have not been able to pinpoint the problem. RMON has recommended to have a second ISP provider such as Consolidated Communications for both the fire and police department. She stated that Comcast has escalated that issue to the next level of support.

Chief Alcainho asked who scheduled Comcast to be onsite without notifying him. Secretary Morin stated that it was probably RMON who requested the site visit, but Comcast does not always communicate when the technician will be onsite. Chief stated when he spoke with the Comcast technician, he told him the issue was not on their side.

Chief Alcainho stated that the issues have been happening since they moved into the building. One laptop was connected directly to the Comcast modem's wireless network and did not go down when the rest of the network lost internet. Recently the firewall was upgraded and now the problem seems to be more frequent. He provided an example of a member losing an hour worth of work because the internet went down. He is recommending that the Board find a new vendor for IT support and an ISP provider.

Selectman Burrill asked if the line into the building is good. Chief Alcainho stated that the Comcast technician informed him that the line was clean. Selectman Burrill asked if the Police Department is experiencing the same issues. Secretary Morin stated that they were not. Both buildings are on different segments.

Selectman Burrill stated that the recommendation is to have a second ISP provider which means the Town would have to pay twice. Selectman Michaels stated that she has heard Consolidated Communications has issues as well.

Selectman Burrill asked if RMON has been onsite. Secretary Morin stated they have been onsite several times and because it is an intermittent issue it is hard to troubleshoot.

Selectman Foote stated that it is not about losing the internet it is about relying on the internet to notify the members of an emergency.

Chief Alcainho stated that both Comcast and RMON have been onsite at the same time. He stated that when one of the computers gets a virus, they throw it out and replace it with a new one. He claims that the new firewall has made the issue worse.

**Selectman Foote moved to disarm the firewall for 30 days to see if the problem is resolved. Seconded by Selectman Crnolic with a unanimous vote.**

Selectman Crnolic recommends having a meeting with representative from both RMON and Comcast. He recommends getting detail reports from both companies.

Mrs. McCarthy addressed the Board and stated that both companies have been onsite at the same time. She reiterated that it is a life safety issue. She stated that the Police Department is also having the same issue.

#### **I. Authorizing Department Heads to make repairs to equipment**

Secretary Morin stated that at the April 6<sup>th</sup> meeting the Board tabled the discussion until their April 20 meeting. She went on to state that the Department Heads would like to be able to have approval to authorize repairs on equipment provided the funds are in their budget.

Selectman Burrill stated that the issue is the limit that can be spent without Board approval.

Chief Alcainho stated that if he must wait for the Board to authorize any repairs, that it could take weeks. Meanwhile the equipment is out of service.

**Selectman Crnolic moved to authorize Department Heads to make repairs to equipment if the funds are in the department's budget. Seconded by Vice-Chairman Melvin with a unanimous vote.**

#### **J. Public Hearing Notices**

Secretary Morin stated that the Board needs to verify the dates for the public hearings listed below.

##### **a. Public Hearing for Impact Fees**

The Board will hold the public hearing June 1, 2021 at 7:15pm.

**b. Public Hearing to accept FEMA grant funds**

Secretary Morin is looking for the Board to set a date for the public hearing. Mrs. McCarthy stated that there might be another grant coming in that will need a public hearing as well.

The public hearing will be held on June 1, 2021 at 7:00pm.

Selectman Foote asked if it would hold up using the funds. Mrs. McCarthy stated that the funds have been deposited.

**K. Master Plan – Chapter 9 – Community Facilities needs updating**

Secretary Morin stated that the information in Chapter 9 is out of date. Selectman Burrill stated Ms. Collyer, chairman of the Master Plan Steering Committee, has notified the appropriate department heads, boards, committee, and commission to update their specific section. The Town Hall is one that needs updating. Secretary Morin stated that she has a draft version available.

Selectman Burrill stated he submitted the vision statement to the Committee.

Selectman Michaels asked that the draft be read. Secretary Morin read the draft version. Selectman Burrill recommends modifying the first sentence under deficiencies. Mrs. McCarthy asked to add verbiage to address the lack of a second egress when meeting in the small conference room behind the cable room. Secretary Morin will make the changes and submit it to the Master Plan Steering Committee.

**L. License to sell firearms**

Vice-Chairman Melvin read the request for a license to sell pistols and revolvers from Sedat Uguz. He supplied the Board with a copy of his Federal Firearms License.

**Selectman Crnolic moved to sign the license to sell pistols and revolvers for Sedat Uguz of 57 Pond Street, Newton NH. Seconded for discussion by Selectman Burrill.**

Chief Alcadinho addressed the Board and asked if the request requires a code compliance inspection? He went on to state that it would be helpful for the Fire Department to know how much black powder is being stored throughout the Town.

Selectman Crnolic stated that Mr. Uguz did bring his proposal to the Planning Board.

Selectman Burrill recommends tabling the request until the Code Enforcement Officer can address the question if an inspection is required. Chief Alcadinho stated that when requestors go before the Planning Board and get approval, they seem to be under the assumption that they can move forward with their plan even though the approval is contingent upon state and local permits being obtained.

Selectman Crnolic stated for the record that at the July 28, 2020 Planning Board meeting Mr. Uguz was approved for home based business with a condition that he return after 1 year for a review.

**Selectman Crnolic rescinded his motion.**

**M. Meeting to interview for Treasurer's position**

There are 2 candidates that expressed interest in the Treasurer's position. Both are available May 4 to meet with the Board either in person or via Zoom.

Secretary Morin asked the Board if they wanted to meet in non-public or public. Selectman Burrill stated it should be in public. Selectman Foote asked when did the process change. We usually interview candidates in non-public. Selectman Burrill stated that this is for an elected position and the Board is voting for the voters. It would be in non-public if the Board were interviewing for a fire chief position or department head. Selectman Crnolic stated that he was appointed to the fire department. Mrs. McCarthy stated that when she was a Selectman, they had to appoint a new treasurer 3 times and it was done in non-public. She stated that they received legal opinion and were told they were doing it correctly. She contends that the interviews should be done in non-public. Secretary Morin read the email she sent to

NHMA Legal about this issue. NHMA responds was as follows: "Any interview should be done in public session as there would be no ascertainable harm to someone's reputation for being considered for appointment to the position of a public official".

**Selectman Burrill moved to interview the candidates for the Treasurer's position on May 4, 2021 during the public portion of the meeting. Seconded by Selectman Michaels with a unanimous vote.**

**N. Discussion – Employee Evaluation Status Report**

Selectman Burrill stated that a memo was sent to Department Heads that employee evaluations are due June 24, 2021. He is recommending that the Board receive a status update of how many evaluations have been done and how many are left to do once a month.

Town Administrator Wrigley asked what type of information the Board is looking for. Did they want the last evaluation date and this year? Selectman Burrill is looking for the current year. She will email the report to the Board.

**O. Thank you letter to East Kingston**

Vice-Chairman Melvin read the proposed thank you letter to East Kingston for lending the Town a fire truck while ours was in service.

Vice-Chairman Melvin would like to see the Fire Chief's signature on the letter as well.

Chief Alcadinho would like to have Fire Chief Ed Warren as a recipient on the letter.

Selectman Burrill recommends that the Chairman and Chief Alcadinho sign the letter so not to delay the letter going out.

**Selectman Burrill moved to authorize the Chairman and Fire Chief sign the thank you letter. Seconded by Selectman Crnolic with a unanimous vote.**

**P. Announcement – compensation for duty officers**

Selectman Burrill announced that earlier in the non-public session the Board discussed the compensation for duty officers in the Fire Department. The current flat rate of pay has not been increased for a few years. The Board voted to increase the flat rate by \$1.00 per hour. The vote was 3 in favor and 2 recused themselves. The new rate is \$17.50 per hour for a member that is both an EMT and Firefighter.

**Q. Open sealed bids for 2021 Household Hazardous Waste Day**

The Board opened 3 sealed bids for the 2021 Household Hazardous Waste Day and took them under advisement. Secretary Morin will have the Transfer Station Manager review the bid.

**III. Other Business**

**A. Manifest**

**Vice-Chairman Melvin moved to sign vendor manifest dated April 20, 2021 in the amount of \$1,160,476.94 of which \$716,000.00 goes towards the Sanborn Regional School District and \$300,000.00 goes in the Capital Reserve Town Building Fund. Seconded by Selectman Crnolic with a unanimous vote.**

**Vice-Chairman Melvin moved to sign Cable Revolving Fund vendor manifest dated April 20, 2021 in the amount of \$240.02. Seconded by Selectman Crnolic with a unanimous vote.**

**Vice-Chairman Melvin moved to sign New Fire/Rescue Station vendor manifest dated April 20, 2021 in the amount of \$98.36. Seconded by Selectman Burrill with a unanimous vote.**

**Vice-Chairman Melvin moved to sign Emergency Management Revolving Fund vendor manifest dated April 20, 2021 in the amount of \$2,260.64. Seconded by Selectman Crnolic with a unanimous vote.**

**Vice-Chairman Melvin moved to sign Inspector Fees Revolving Fund vendor manifest dated April 20, 2021 in the amount of \$8,723.08. Seconded by Selectman Burrill with a unanimous vote.**

**Vice-Chairman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated April 20, 2021 in the amount of \$16,941.36. Seconded by Selectman Michaels with a unanimous vote.**

**Vice-Chairman Melvin moved to sign payroll manifest pay period March 28 – April 10, 2021 with a pay date of April 15, 2021. Seconded by Selectman Crnolic with a unanimous vote.**

**B. Requisitions**

**Selectman Crnolic moved to sign requisition #2355 for the Transfer Station in the amount of \$5,658.00 poly filling all the tires on the Case tractor. \$5,000.00 will come from Warrant Article 8 and \$658.00 will come from the Transfer Station budget. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Crnolic moved to sign requisition #2021-2 for the Police Department in the amount of \$2,290.00 for a garage door replacement. Fund to come from the Engineering and Renovation of land and buildings located at 8 Merrimac Road fund. Seconded by Selectman Burrill with a unanimous vote.**

**Selectman Crnolic moved to sign requisition #2021-0100 for the Fire Department in the amount of \$3,560.00 for installation and programming of 3 access control keypads. Funds to come from the General Government Buildings Budget improvement line item. Seconded by Vice-Chairman Melvin with a unanimous vote.**

**IV. Approval of Minutes**

**Selectman Burrill moved to accept the non-public and public meeting minutes dated April 6 and 14, 2021 as written. Seconded by Selectman Crnolic with a unanimous vote.**

**V. Adjourn**

**Vice-Chairman Melvin moved to adjourn at 9:05pm. Seconded by Selectman Crnolic with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary