



**Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 Option 5 Fax 382-9140**

www.newton-nh.gov

NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, MAY 18, 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 6:00pm. 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. Selectman Michaels attended the meeting via Zoom Audio Conferencing.

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

Chairman Foote moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Burrill with a unanimous roll call vote: Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Secretary Morin and Tax Collector McCullough joined the meeting at 6:22pm.

Tax Collector McCullough left the meeting at 6:40pm.

Building Inspector Shanti Wolph joined the meeting at 6:40pm

Building Inspector Wolph left the meeting at 6:51pm.

Selectman Burrill moved to close the non-public session at 6:51pm. 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 6:51pm under RSA 91-A: 3 II (b) – Hiring new employee. Seconded by Selectman Burrill with a unanimous roll call vote: Foote – aye, Michaels – aye, Burrill – aye, Crnolic – aye. Melvin – nay.

Selectman Burrill moved to close the non-public session at 6:59pm. Seconded by Selectman Crnolic with a unanimous roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Secretary Morin and Town Administrator left the meeting at 6:59pm.

Selectman Burrill moved to go into non-public session at 6:59pm under RSA 91-A: 3 II (c) -- Reputation. Seconded by Selectman Melvin with a unanimous roll call vote: Foote – aye, Michaels – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill moved to close the non-public session at 7:15pm. Seconded by Selectman Crnolic with a unanimous vote.

Chairman Foote resumed the public meeting at 7:18pm.

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 (b)- (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.

B. Donation – Town Hall & Gale Library Flagpole

Chairman Foote read a letter to the Veterans of Sargent Woods thanking them for donating a flagpole to the Gale Library.

Selectman Burrill moved to sign a thank you letter to the Sargent Woods Veterans for donating a flagpole to be used on the Gale Library property. Seconded by Selectman Michaels with a unanimous vote.

Chairman Foote read a letter to North Shore Bank thanking them for donating a flagpole for use on Town Hall property.

Mr. Tom Sulick from North Shore Bank addressed the Board. He stated that the Bank was happy they could help the Town.

Selectman Crnolic moved to sign a thank you letter to North Shore Bank for donating a flagpole to be used on Town Hall property. Seconded by Selectman Melvin with a unanimous vote.

C. Erin Stevens – Skatepark grant review

Ms. Erin Stevens addressed the Board and reviewed the intent to apply application for Land and Water Conservation Fund (LWCF) Local Assistance Program that she and Mr. Paul Murray are applying for. The grant is a 50/50 match, and they are requesting \$200,000.00 which means the Town needs to fund \$100,000.00. The funds will be used to refurbish the skatepark at Greenie Park.

Chairman Foote asked to confirm the deadline is August 2022. Ms. Stevens confirmed the Town would need to raise \$100,000.00 by the deadline. Chairman Foote asked if the Town is unable to raise the funds, is there a penalty, fines or is the grant denied? Ms. Stevens will ask for clarification from the State. She stated that ultimately the funds come from the Federal Government.

Chairman Foote asked how they plan to raise the \$90,000.00 that is needed. Mr. Murray stated that he has several ideas for fund raising. He provided a few of his ideas. He is also applying for another grant called Skatepark Project.

Chairman Foote asked if the whole amount is not needed will the LWCF match what is needed to complete the project. Ms. Stevens stated that whatever the Town puts up for funds, they will match.

Selectman Melvin asked if they applied for \$100,000.00 and then only needed \$60,000.00 would they deny the grant? Ms. Stevens stated that at the end of January/February they will be notified if the grant was awarded to the Town. She is hopeful that with the fund raising that the amount the Town would need to match would be less than \$100,000.00.

Selectman Crnolic moved to authorize the Chairman to sign the intent to apply application for Land and Water Conservation Fund Local Assistance Program. Seconded by Selectman Melvin with a unanimous vote.

D. EOC update

Mrs. McCarthy addressed the Board and provided updates to the status of COVID-19. She stated that there are no active cases in the regional school district. There are several students in the region that are recovering.

The Governor's Office has a new program that will help municipalities with infrastructure for water.

She reviewed the latest CDC guidelines for who and when a mask should be worn. She reviewed what other area towns are doing regarding requiring masks to be worn in town buildings.

E. Public access to Town Buildings & Properties

Selectman Crnolic would like the Board to discuss opening Town Hall. Selectman Burrill stated that the Town Hall is opened by appointment during normal hours. Chairman Foote stated that the Town Hall is not open late on Thursday nights. Selectman Crnolic stated he has heard from residents that they would like to be able to walk into Town Hall without having to make an appointment.

Selectman Burrill stated that it is hard to determine if someone has been vaccinated. Mrs. McCarthy stated that you cannot mandate people to show their vaccination card and that we would need to rely on the honor system. That is why some towns are still requiring masks and social distancing when entering town building.

Mrs. McCullough stated she has no issue with allowing people to walk in. There will not be any need for appointments. The hours for her office will be Monday – Wednesday from 8:00am – 4:00pm and Thursday from 10:00am – 6:00pm. She will ask people to continue utilizing online registrations whenever possible.

Selectman Melvin suggested that they open one Saturday a month for a few hours. Mrs. McCullough stated that they tried that in the past and it was a waste of time.

Chairman Foote and Selectman Burrill asked what the other departments hours might be. Town Administrator Wrigley stated that there is no reason for the Selectmen's or her office to be open late at night since the majority of the people want the Town Clerk/Tax Collector's Office.

Selectman Burrill stated that the Building Department has become much more efficient with online permitting, emails, and phone calls to the department.

Selectman Michaels is in favor requiring masks and social distancing. Mrs. McCarthy stated that other towns are continuing to encourage doing transactions online. This will help cutting down the number of people accessing the Town Hall. She will come up with new guidelines if the Board requests it. Selectman Burrill stated that most people have become accustomed to adhering to the guidelines.

Mrs. McCullough stated that since the pandemic there has not been many people waiting outside the Town Hall. She has noticed that most people will do their transactions online. This helps to cut down the number of people in the building.

Selectman Burrill moved to open Town Hall on June 1, 2021. The hours of operation will be Monday -Wednesday from 8:00am – 4:00pm and Thursday from 9:00am – 6:00pm. Masks and social distancing will still be required. The Board reserves the right to change things as they see fit. Seconded by Selectman Crnolic with a unanimous vote.

Chairman Foote stated the option for remote meetings remains in effect until the Governor lifts the State of Emergency Order. Any elected official that chooses to attend the meeting online will not be able to vote once the order is lifted.

a. Town Hall – Air purifiers & foot traffic pattern

Town Administrator Wrigley explained that she had the Building Inspector measure the first floor offices to get the square footage. Secretary Morin took the figures and researched possible air purifiers for each office and hallway.

Chairman Foote asked why they have not been purchased. Town Administrator Wrigley explained that we were waiting to see when we would be open to the public for walk ins.

Mrs. McCarthy stated that on calls that she has attended, the recommendation was for a Husqvarna model for town halls. She stated that in order for the purifiers to be effective there cannot be any plastic dividers. If that is the case, then a room purify would be needed in each office.

Chairman Foote requested that Mrs. McCarthy work with Town Hall staff to purchase the air purifiers.

b. Town Beach – removal signage

Selectman Burrill stated that there was a sign installed at the Town Beach that referenced the rules during the pandemic. He believes the rules no longer apply and the sign should be removed. He read the rules that are on the signs. Some of the rules were, no ball playing, no raft, maintain 12' distance and others.

Selectman Burrill moved to have the sign removed from the Town Beach and open the beach pre-pandemic rules. Seconded by Selectman Crnolic with a unanimous vote.

Review – Department Head building priority list

c. Fire Department

Selectman Melvin review the list of requests from the Fire Chief.

- 1) Apparatus bay signs need to be installed. The signs have been purchased.
- 2) Working internet. That is being worked on.
- 3) Replace 6 tall lockers with 12 double lockers. This will allow more members to store their personal items.
- 4) Building sign. A "Newton Fire" sign on the front of the building.
- 5) Security camera in the rear of the building.
- 6) Front of building needs mulch/grass. This area is maintained by the department.
- 7) Flagpole light so the flag can always fly.
- 8) Epoxy apparatus bay floor. Selectman Melvin stated that the cost is over \$40,000.00 and is not in favor of this request.
- 9) Safety Complex street sign. Looking to have a better sign at the entrance to the complex for both Fire and Police.
- 10) Driveway on the backside of the building is a safety issue. Selectman Melvin stated that with the new pumphouse it makes it hard for the vehicles to turn into the bays. The driveway needs to be widened about 10 feet. Secretary Morin stated that it would require an Alteration of Terrain permit. Selectman Melvin stated that the area is eroding, and a vehicle could possibly slide off down the embankment. Selectman Burrill stated that once the work is completed in the back of the building, the Board would invest in paving the rest of the area.
- 11) Apparatus ceiling fans. There are fans on one side of the building. Installing ceiling fans will help to lower the heating cost.
- 12) Repaint Administrative area only. Selectman Melvin stated the wall are getting dirty and need to be maintained.

Mrs. Alice Dunn of Smith Corner Road stated that when the voters voted for the new fire station it was supposed to be all inclusive. Now the taxpayers are being asked to pay for all these items that are adding up to thousands of dollars. She stated that the taxpayers will now be responsible for paying for these items that she thought would be included when the building was built. She stated that all these requests are getting out of hand.

Mrs. McCarthy stated that as a member of the Safety Building Committee, it was never stated that it would be a completed building. The voters voted for the shell of the building. She explained that because of the pumphouse location it makes for a tight turning radius.

Selectman Burrill would like to see all the requests from all the departments on one spreadsheet. Then to sort the requests by life safety/code requirements. Once the Board reviews and prioritizes them then quotes could be requested. He will create the spreadsheet and send it to Secretary Morin to send to the other members for their review.

Selectman Melvin will reach out to the Fire Chief and ask him to prioritize the list he submitted.

F. Cable Operator

Secretary Morin informed the Board that Doug Drury has resigned his position as Cable Operator. The Board approved of placing an ad in the local newspaper.

G. Intent to cut – Tax map 5-5-10-6

Town Administrator Wrigley stated that the Board needs to sign the intent to cut. Selectman Melvin asked if the trees have already been cut. Town Administrator Wrigley stated that she is not aware that any trees have been cut. The Board will sign the intent to cut for tax map 5-5-10-6.

H. Trimming/cutting trees at Town Hall & Library

Town Administrator Wrigley explained that the tree on the neighbor's property on the left hand side of the Town Hall has large branches that are overhanging onto town property. The flag will sometimes catch on the branches and there is a split in the offshoot of the tree trunk which if it falls could damage the Town Hall building and equipment. She is requesting the Board sign a letter to the property owner requesting that they cut the large branches off the tree.

Selectman Crnolic moved to sign the letter to the Town Hall neighbor requesting the tree be trimmed. Seconded by Selectman Burrill with a unanimous vote.

Secretary Morin stated that tree trimming is also needed at the Gale Library. Mrs. McCarthy stated that the Road Agent and Conservation Commission have hired KMA to do some tree work. Secretary Morin will reach out to KMA for a quote to trim the trees at the library.

I. Contracts

a. RMON – IT Service Provider

Selectman Crnolic stated that he reviewed the contract with RMON and stated that the Board at the June 4, 2019 signed the contract but there was no mention of it in the minutes that the contract would automatically renew each year. He asked the members if auto renewal is allowed. The contract was automatically renewed in December 2020. The Board will take up the contract in September prior to it renewing.

b. 2021-2022 Fuel Bid

Selectman Crnolic stated the contract expires at the end of May 2021 and he would like to send the RFP out now. Secretary Morin explained that we are waiting for the final amount of fuel that will be delivered. She expects that there will be a delivery to top off the tanks before the end of the month. Once we have the final numbers the RFP can be adjusted for the amount of fuel needed for 2021-2022. The RFP usually goes out the end of June.

J. Employee Evaluations update

Town Administrator Wrigley reviewed the spreadsheet that showed how many employee evaluations she has received. Selectman Burrill suggested she resend the email to Department Heads reminding them that evaluations are due by June 24, 2021.

Selectman Melvin stated that he will provide the evaluations for the Transfer Station Manager and Fire Chief. He will submit them by June 24, 2021.

Town Administrator Wrigley stated that the Building Inspector was done in December and will not need to be evaluated until June of 2022.

K. First half 2021 tax warrant

Selectman Crnolic moved to sign the first half 2021 tax warrant. Seconded by Selectman Melvin with a unanimous vote.

III. Other Business

A. Manifest

Selectman Melvin moved to sign vendor manifest dated May 18, 2021 in the amount of \$782,082.76 of which \$716,003.00 goes towards the June Sanborn Regional School District payment. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated May 18, 2021 in the amount of \$1,033.51. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Melvin moved to sign Ambulance Revolving Fund vendor manifest dated May 18, 2021 in the amount of \$360.00. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated May 18, 2021 in the amount of \$1,336.97. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Melvin moved to sign payroll manifest pay period April 25 – May 8, 2021 with a pay date of May 13, 2021. Seconded by Selectman Crnolic with a unanimous vote.

B. Tax Abatement

Selectman Crnolic moved to sign tax abatement for tax map 6-14-7 in the amount of \$620.64. Seconded by Selectman Melvin with a unanimous vote.

Selectman Crnolic moved to sign tax abatement for tax map 6-8-2 in the amount of \$27.76. Seconded by Selectman Melvin with a unanimous vote.

C. Veterans' Credit

Selectman Crnolic moved to sign Veterans Tax Credit beginning in tax year 2021 for tax map 7-3-28-14. Seconded by Selectman Melvin with a unanimous vote.

Selectman Crnolic moved to sign Veterans Tax Credit beginning in tax year 2022 for tax map 12-2-11. Seconded by Selectman Burrill with a unanimous vote.

D. Requisitions

Selectman Melvin reviewed the requisition for 25 pagers for the Fire Department at a cost of \$11,721.03. He stated that he was not in favor of the purchase. Town Administrator Wrigley stated that no funds were budgeted for the pagers. Selectman Crnolic stated that he was not in favor of the request.

Chairman Foote stated that the Fire Chief informed him that the pagers would replace the current notification system that relies on the internet.

Selectman Burrill moved to recommended tabling approval of requisition 2577 for the Fire Department. Seconded by Selectman Crnolic with unanimous vote.

Selectman Crnolic explained that the current Engine 2 will be replaced with the new fire truck and it will be known as Engine 2 as well. Requisitions 2578 and 2579 are for the new fire truck.

Selectman Melvin moved to sign requisition 2578 in the amount of \$3,415.00 for radio with wireless head set for Engine 2. Funds to come from the Fire Department budget line item 4220312. Seconded by Selectman Crnolic with a unanimous vote.

The Board discussed where the funds will come from and the need for the hoses. Chairman Foote explained why the hoses are needed. He used the analogy that it is like buying a gun without bullets.

Selectman Burrill moved to sign requisition 2579 in the amount of \$4,949.00 for 10 4"x100' hoses for Engine 2. Funds to come from Fire Department budget. Seconded by Selectman Crnolic with a unanimous vote.

E. Appointments

Selectman Melvin moved to re-appoint William Ingalls as Forest Fire Warden for 2022. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Melvin moved to re-appoint the following Deputy Wardens for 2022: John Alcadinho, Richard Dupree, Jeffery Gersbach, Skip Merriam, James Ryan, Ralph D. Estabrook, and Robert Zalenski. Seconded by Selectman Crnolic with a unanimous vote.

IV. Approval of Minutes

Selectman Burrill moved to accept the public meeting minutes dated May 5, 2021 as written. Seconded by Selectman Crnolic with a unanimous vote.

There were not non-public minutes for May 5, 2021 as listed on the agenda.

V. Announcements

Chairman Foote announced that the Town has been reimbursed for holding a vaccination clinic at the High School in the amount of \$3,802.50.

Chairman Foote announced that the Board will be holding a public hearing on June 1 at 7:00pm to accept public input for the accepting of a FEMA reimbursement grant. He also announced that on June 1 at 7:15pm another public hearing will be held to take public input on the proposed impact fees.

Selectman Crnolic stated that last week was National Police Week and he wanted to thank Chief Jewett and his Officers for always going above and beyond for the Town.

Selectman Burrill announced the plans for Memorial Day. There will be a rolling parade through portions of town and an honor ceremony at Willow Grove Cemetery. The rolling parade begins at the Safety Complex at 9:30am. The honor ceremony should begin around 10:30am.

VI. Adjourn

Selectman Crnolic moved to adjourn at 8:49pm. Seconded by Selectman Melvin with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary