



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

DATE: TUESDAY, JUNE 15, 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 6:05pm. In attendance were Selectmen 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 and Selectman Burrill. Utilizing Zoom Video Conferencing was Selectman Michaels. Selectman Lawrence B. Foote was excused this evening.

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

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

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

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 (c) – Reputation 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. Town Clerk – Storage needs

Town Clerk (TC) McCullough addressed the Board and informed them that her office is responsible for public record keeping and that she is running out of storage space at the Town Hall. A recommendation was made to her that one of the bays in the Butler Building, located at the Safety Complex, could be converted to store the public records.

Selectman Crnolic asked what kind of space is needed. TC McCullough stated that it must be environmentally controlled and be able to store boxes on shelves.

Selectman Burrill asked if she considered utilizing the second floor of the Police Station. TC McCullough stated that was not mentioned to her as an option. Selectman Burrill stated that the second floor would be a better option because it is already environmentally controlled. There would be less retrofitting required as well.

Selectman Melvin asked if the records are kept in the cardboard boxes. TC McCullough stated that they are. Selectman Melvin stated the Butler Building may not be the best option then.

Secretary Morin asked if there was an elevator available to the second floor of the Police Station. Town Administrator Wrigley stated that there might be a dump waiter that is still operational.

TC McCullough will speak with Chief Jewett to discuss the option of utilizing the second floor.

Selectman Michaels suggested keeping the files in a plastic bin with a locking cover.

C. EOC update

Emergency Management Deputy Director (EMDD) Trisha McCarthy addressed the Board. She provided the latest updates for people recovering from COVID-19 within the Sanborn Regional School District.

The State of Emergency declared by the Governor expired at midnight on June 11, 2021.

Locally, most towns have resumed operations including parks and recreations. Some towns do not have a mask requirement to enter town buildings but do recommend wearing a mask if not fully vaccinated.

She reviewed the CDC guidelines for masks. If a person is fully vaccinated, no mask is required indoors or outdoors. If the vaccinated person is unsure about another person, then the CDC recommends wearing a mask. It is up to each town to decide whether masks are required or not. It is not a violation to ask a person if they have been fully vaccinated.

She went on to discuss whether virtual meetings can still be utilized. The meeting must have a physical location and a quorum of members present. The board, committee, or commission must decide in advance if the public will be allowed to participate virtually prior to the meeting. The information must be on the agenda if virtual participation is going to be allowed. There is the option to allow the public to attend virtually but not allow them to participate. Either way the public must be notified via the agenda. If virtual participants are allowed to participate, they must be given the same time allotment as those physically present at the meeting. Also, the board must decide prior to the meeting if "Chat" will be utilized. If so, then the "Chat" messages must be read into the minutes. If virtual participants are allowed to address the meeting, they must identify themselves by stating their name and address. If a physical quorum is present, members attending virtually are allowed to vote.

She is recommending guidelines for meetings be put in place. She provided examples of the verbiage that could be used on the agenda to address virtual meeting participation.

She announced that Newton's EOC has reduced the number of hours, but they are still available via phone. She will be attending a webinar for GOFERR grant funds on June 16, 2021.

Selectman Burrill moved to order that face masks are no longer required to enter the Town Hall, but they are recommended. Please use your own discretion and be considerate of your fellow residents. Seconded by Selectman Crnolic. Melvin – aye, Burrill – aye, Crnolic – aye. Michaels – nay.

Selectman Michaels stated that she believes that if a person is feeling unwell, they should be wearing a mask.

EMDD McCarthy stated that 3' social distancing is still recommended. She suggested posting a sign on the doors stating that if you are unwell to not enter the building.

D. Conservation Commission – Tree removal on Quaker Street

Mrs. McCarthy, Conservation Commission Secretary, addressed the Board. She informed them that a tree was removed from Conservation land that is behind the cemetery on Quaker Street. The cost was \$1,900.00 because special equipment was needed to access the area. The tree was considered a hazard

and was taken down to avoid damage to nearby property. There was no time to request quotes from multiple vendors. The Road Agent recommended KMA to perform the emergency tree removal. The Conservation Commission voted to recommend to the Board of Selectmen that KMA remove the tree at a cost of \$1,900.00 to be paid from the Conservation Commission fund.

Selectman Crnolic moved to approve the emergency tree removal from tax map 7-6-6 in the amount of \$1,900.00. Funds to come from the Conservation Commission Fund. Seconded by Selectman Burrill with a unanimous vote.

Mrs. McCarthy informed the Board that a free rain barrel from Kingston is available for Town use. She stated that using the rain barrel could go towards the Town's MS-4 public awareness requirement. The Conservation Commission will take care of installing it wherever the Board decides to use it. They will work with the Building Inspector and Road Agent on where to place the barrel.

Selectman Crnolic moved to allow the Conservation Commission to accept the donation of a rain barrel from Kingston, NH. Seconded by Selectman Melvin with a unanimous vote.

Selectman Burrill asked the cost of the rain barrel. Mrs. McCarthy stated that the last one she purchased was around \$119.00. He suggested that if the free one is no longer available that the Conservation Commission purchase one.

E. Town Beach

a. Service dogs at the beach

Selectman Melvin read the following email from Lifeguard Supervisor Scott Dole concerning service dogs on the Town Beach.

Good afternoon,

I am looking for a ruling on an issue at the town beach.

In just the past week we have had two people attempt to bring dogs onto the beach, both claiming that they were service dogs. One had no documentation, one did. The dog that had documentation scratched a child (minor scratch) and was barking consistently.

The beach rules state "no pets".

How would the BOS like us to handle service dogs' requests in the future?

My suggestion would be to allow only service dogs that have paperwork, are visibly identified as a service animal, not be disruptive to other beachgoers, and remain on leash in full control of the owner. Also, to have something in writing for people would be ideal.

Thank you!

Captain Scott Dole

The Board discussed how to word the motion that would allow service animals on the beach. Mrs. McCarthy stated that it is illegal to ask someone what purpose the service animal serves them. Selectman Crnolic stated that NH RSA 167-D should be used as a guideline for service animals at the beach. The Town cannot deny a person access to the town beach.

Selectman Crnolic moved to allow service animals on Town Beach if they are visibly identified as a service animal and can be excluded from the Town Beach when the animal behavior possess a direct threat to others. Seconded by Selectman Melvin for discussion.

Town Administrator Wrigley asked if this motion would allow any type of service animal on to the beach. Selectman Crnolic stated that If the animal is not disruptive to others, they cannot be denied.

The motion passed with a unanimous vote.

b. Pest control service agreement

Secretary Morin stated that there are mice in the shed at the beach and they have damaged some of the equipment.

Selectman Burrill moved to authorize the Chairman to sign the service agreement with Pest End Exterminators to service the shed at the Town Beach. Service to include June, July, and August of 2021 and then on a quarterly basis afterwards. The cost for 2021 is \$250.00 and then \$200.00 per year afterwards. Seconded by Selectman Michaels with a unanimous vote.

Secretary Morin explained that in order to get the mice problem under control, Pest End will service the shed for June, July, and August. Then go to 4x a year excluding the winter months.

F. Lease agreement – 8 Merrimac Road

Selectman Burrill moved to sign a new 1-year lease with Civil Construction at 8 Merrimac Road effective June 1, 2021 – May 31, 2022, for total of \$10,200.00 payable in monthly installments at a rate of \$850.00. Seconded by Selectman Crnolic with a unanimous vote.

G. MS-535 report to DRA

Town Administrator Wrigley stated the MS-535 is a Department of Revenue Administration (DRA) Financial Report of the Budget expenditures and revenues prepared by the Town Auditors for the period of January 1, 2020, to December 31, 2020. This is used by the DRA when calculating the 2021 tax rate in the fall.

Selectman Crnolic moved to sign MS535 for tax year 2022. Seconded by Selectman Melvin with a unanimous vote.

H. Update – Employee evaluations

Town Administrator Wrigley stated that she has only received a handful of employee evaluations. Selectman Burrill stated that the Police and Fire have the majority of evaluation due and that we should schedule reviewing them accordingly. Selectman Melvin will speak with the Fire Chief and Transfer Station Manager about submitting the evaluations. Selectman Crnolic will speak with the Police Chief for his employee evaluations.

- I. Selectman Melvin per RSA 31:95-b moved to accept and expend unanticipated funds for the Food Pantry in the amount of \$355.40 from the Memorial School Community. Seconded by Selectman Burrill with a unanimous vote.**

III. Other Business

A. Public Meeting Policy

Selectman Michaels stated that the policy committee has a proposal for the Board to review on public participation procedure during regularly scheduled meetings. She reviewed some of the updates that were added about the mask guidelines. Selectman Crnolic explained that the policy follows NHMA and Primex recommendations.

Mrs. McCarthy asked if this new policy should be for all boards and commission? The Board agreed to send the policy to all the boards, committees, and commissions for their use.

Selectman Crnolic moved to adopt the Newton policy on public participation during regularly scheduled Board of Selectmen meetings effective June 15, 2021. Seconded by Selectman Michaels with a unanimous vote.

Secretary Morin will email the policy to other Town boards, commissions, and committees.

B. Raft at Town Beach

Selectman Burrill and the Recreation Commission are looking for town employees to assist with launching the raft at the Town Beach. He will send an email to Department Heads asking for assistance.

C. Manifest

Selectman Crnolic moved to sign vendor manifest dated June 15, 2021, in the amount of \$124,396.79 of which \$69,467.50 goes towards the Fire Rescue Station Bond. Seconded by Selectman Burrill with a unanimous vote.

Selectman Crnolic moved to sign Cable Revolving Fund vendor manifest dated June 15, 2021, in the amount of \$5,793.14. Seconded by Selectman Melvin with a unanimous vote.

Selectman Crnolic moved to sign New Fire/Rescue Station vendor manifest dated June 15, 2021, in the amount of \$1,818.08. Seconded by Selectman Burrill with a unanimous vote.

Selectman Crnolic moved to sign Police Special Details Revolving Fund vendor manifest dated June 15, 2021, in the amount of \$1,846.04. Seconded by Selectman Michaels with a unanimous vote.

Selectman Crnolic moved to sign payroll manifest pay period May 23 – June 5, 2021, with a pay date of June 10, 2021. Seconded by Selectman Melvin with a unanimous vote.

D. Abatements

Selectman Melvin moved to sign abatement for tax map 2-3-26 in the amount of \$992.44. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Melvin move to sign denial abatement for tax map 2-3-23 & 2-4-17. Seconded by Selectman Crnolic with a unanimous vote.

IV. Approval of Minutes

Selectman Burrill moved to accept the non-public and public meeting minutes dated June 1, 2021, as written. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Burrill moved to accept the public hearing Impact Fees meeting minutes dated June 1, 2021, as written. Seconded by Selectman Melvin with a unanimous vote.

Selectman Burrill moved to accept the public hearing FEMA Grant meeting minutes dated June 1, 2021, as written. Seconded by Selectman Crnolic with a unanimous vote.

Selectman Burrill moved to accept the non-public and public meeting minutes dated June 9, 2021, as written. Seconded by Selectman Melvin with a unanimous vote.

V. Announcements

Selectman Crnolic congratulated Kevin Brown and Bryan Kane for passing and completing their Firefighter I & II Academy. Congratulations to Peter Janeliunas for completing Firefighter II Academy.

Vice-Chairman Melvin announce that the Department of Revenue set the 2020 tax year ratio at 97.7%.

VI. Adjourn

Selectman Crnolic moved to adjourn at 8:05pm. Seconded by Selectman Michaels with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary