



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, AUGUST 17, 2021  
TIME: 5:30PM NON-PUBLIC 7:00PM PUBLIC  
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 5:30pm. 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 non-public session minutes were transcribed and typed by Town Administrator Wrigley. The public meeting was videotaped. The public meeting minutes were transcribed and typed by Secretary Morin.

Selectman Kathryn Michaels joined the meeting via Zoom. As per RSA 91-A:2, III: where attendance in person is not "reasonably practical" Selectman Kate Michaels is participating via zoom due to a health issue. Selectman Michaels stated that there were no other persons in the room with her.

**Chairman Foote moved to go into non-public session at 5:30pm under RSA 91-A: 3 II (a) – Compensation. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to close the non-public session at 7:00pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to go into non-public session at 7:00pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**Selectman Burrill moved to close the non-public session at 7:05pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.**

**A moment of silence was observed in honor Retired Fire Chief Ingalls' passing.**

**II. Scheduled Business**

**A. Seal non-public minutes**

**Selectman Melvin moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) 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 except to provide information to the Bookkeeper and Fire Chief. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.**

**B. Request for traffic mirror at intersection of Route 108 and Peaslee Crossing**

Secretary Morin informed the Board that 61 residents signed a petition asking the Town to install a traffic mirror at the intersection of Route 108 and Wentworth Drive. She stated that Unitil has given approval to use the utility pole in the island for the mirror provided it does not interfere with any wires. She stated she

is still waiting for approval from the State DOT because Route 108 is a State road. The estimated cost for the mirror is anywhere between \$80 to \$500. The cost depends on the quality of the mirror, the size and the mounting bracket needed. The mirror would also need to be installed by a company that has a bucket truck or other means to reach the height required for installation.

Selectman Melvin would like to have Secretary Morin contact the Town's insurer to see if there are any liability issues should an accident happen at the intersection that was caused by reflection of headlights. Secretary Morin will contact the insurance company.

Mrs. Rose Cole of 4 Lilac Way addressed the Board. She reviewed the steps she has taken to request the mirror from the State and was told it was the Town's responsibility. She believes the intersection is very dangerous and is requesting a mirror be installed to help drivers see oncoming traffic.

Chairman Foote stated that Secretary Morin is working on gathering the necessary approvals and the Board will get back to Mrs. Cole at a later time.

Road Agent (RA) Pivero addressed the Board and agreed with Mrs. Cole that the intersection is dangerous. He stated that he has been in communications with the property owner and State DOT to remove the small hill which would provide a better line of sight. He stated that drivers would have to know there's a mirror for it to be effective. He stated that the mirror is better than no action being taken. He stated that the Highway Department would be able to install the mirror once approvals have been granted.

Mrs. Cole asked RA Pivero how long he has been working on a resolution. RA Pivero stated about 14 years. Mrs. Cole stated that installing a mirror would take less time and would help make the intersection better.

RA Pivero reiterated that the roads under discussion are State owned, and approval is needed prior to installing the mirror. RA Pivero recommends that the Board agree on an amount not to exceed to have the mirror installed instead of postponing to another meeting.

**Selectman Burrill moved to have the Highway Department install a traffic mirror at the intersection of Route 108, Wentworth and Peaslee Crossing roads, not to exceed \$500.00. Funds to come from the Highway Department budget. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

### **C. Driveway permit application update needed**

RA Pivero addressed the Board and stated that the driveway permit application needs to be modified. He explained that in recent years driveways have been approved by the Planning Board that do not meet NFPA code. He would like to modify the application to include verbiage that the driveway must meet NFPA code. As Road Agent he is only concerned with how the driveway connects to the road. The new driveway that is in question is on Thornell Road and does not meet NFPA code. He is requesting that the driveway permit be modified to add that driveway must meet NFPA code. By adding this to the permit it informs the owner that they need to speak with the Fire Department to ensure that the driveway meets NFPA code if applicable.

Secretary Morin stated that she received an email from Fire Chief Alcadinho about the NFPA code requirements. She read the following: "Residential home without a sprinkler system and a driveway over 150' must meet NFPA 1 code."

Selectman Burrill asked if the requested change would need to have a public hearing. RA Pivero stated that the change is per code. Chairman Foote stated that the Town adopted the NFPA codes several years earlier.

**Selectman Burrill moved to adopt the recommended amendment to the Driveway Permit application provided no public hearing is needed. Seconded by Selectman Crnolic for discussion.**

Selectman Michaels asked if it changes the application for all driveways or just the ones over 150'? Secretary Morin re-read the amendment. RA Pivero stated that this would affect only new permit applications.

Selectman Melvin asked RA Pivero if the driveway on Thornell Road would be grandfathered. RA Pivero stated "No" because the house has not been built.

**The motion passed. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**D. Intent to cut – State Forest Department off Gale Village Road**

Chairman Foote read the letter received from the State Division of Forests and Lands informing the Town that timber harvesting will be done in the Sargent Lot #3 off Gale Village Road. RA Pivero stated that originally the State was going to use a road in East Kingston but due to change in ownership of the land they are no longer able to. He has been in contact with the State and has expressed his concern with them using Gale Village Road. He informed the State that the portion of road they are going to use is in rough shape. He will be asking the State to provide a road bond for any damage done to the road by the project. He is unsure when they will be starting the project. He stated that once completed the State will be responsible for returning the road to the same or better condition.

Selectman Michaels asked if a weight limit could be placed on the road. RA Pivero stated that it might be considered a spiteful condition where you are singling out one entity.

Selectman Michaels informed the Board that the State is not going to clear cut the area.

**E. RFP for brush pile at Transfer Station**

Secretary Morin asked the Board if the RFP to remove the brush piles at the Transfer Station is ok to post. The Board agreed to post the RFP.

**F. Trustees of Trust Fund – request for stipend**

The Trustees of Trust Fund are requesting to be paid \$5.00 each for the time it took to take the harassment course that the Board had requested via email.

Chairman Foote asked Town Administrator Wrigley if all elected officials were required to take the Harassment course. Selectman Burrill stated in previous years only employees were required to take the training and elected officials were strongly encouraged.

Selectman Burrill stated that if we pay the Trustees of Trust Fund it will set a precedence and other elected officials may want to be paid.

The Board discussed how many people have taken the course. There is still one more training be held at the Fire Station.

Selectman Burrill stated that he needs to know how many people would be getting paid. The Board decided to table this item until they have the final numbers on who has taken the training.

**G. Town Buildings – General Government**

**a. Repairs – Town Clerk's floor, Police Station bathroom**

Secretary Morin stated that an RFP was published in the Union Leader's August 11, 2021, paper, the Town's website and on NHMA's classified web page. The RFP included the dates that the Clerk's Office will be closed, and it is hoped the floor can be done during the time frame.

Selectman Burrill suggested that the work could be done around the holidays if we are unable to have the work done between September 6-10, 2021. This will provide contractors more time to schedule the job.

Selectman Melvin asked if the bids could be sent to a local vendor. Selectman Burrill will provide another vendor as well. Secretary Morin will send the bid to them.

One of the Police Station toilet is broken. Selectman Burrill stated that this should be fixed without having to bring it before the Board. He would like to wait on repairing large ticket items until the final bill has come in for the sprinkler system at the Fire Station.

RA Pivero stated that a plumber should be hired to replace the toilet. The Board discussed where the funds will come from.

**Selectman Burrill moved to authorize low dollar operational healthy and safety needs for Town Buildings should be completed in a timely manner. Larger items that do not fall under health and safety should come before the Board. Seconded by Selectman Crnolic for discussion.**

RA Pivero stated that he has been informed by Chief Jewett the cost would be about \$600.00.

**The motion passed. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

Selectman Burrill stated that this should have been handled without having the Board involved.

**b. Butler Building – Estimate for garage door opener**

Chairman Foote stated that the estimate for the electrical work needed to install a garage door opener is \$890.00. The estimate for the garage door opener is \$1,150.00. Selectman Melvin stated that he was told that the door was hard to open and that sometimes they don't open high enough. It could possibly hit the top of the vehicle when exiting. The Board did not authorize the project.

**c. Fire Station – Estimate for annual inspection of fire sprinkler system**

Secretary Morin explained that the contract is for annual inspection of the fire suppression system at the Fire Station. The annual cost is \$500.00.

**Crnolic moved to authorize the Chairman to sign the annual inspection contract for the fire suppression system at the Fire Station with an annual cost of \$500.00. Seconded by Selectman Burrill for discussion.**

Selectman Michaels asked why sign it now if not needed until next year. Secretary Morin stated that if signed now, it can be placed in the 2022 budget.

**The motion passed. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**d. Fire Station – Estimate for weekly running of diesel fire pump**

The Town received a quote to run the diesel fire pump once a week at a cost of \$2,125.00 per month. Construction Manager (CM) Pivero explained that this engine is not like a generator that can be set to run once a week automatically. NFPA code does not allow the automatic starting of a fire pump. The diesel engine must be for 30 minutes, and a visual inspection performed on a weekly basis. He is not recommending having a company perform the weekly check. He stated that during the annual inspection, the inspector can bring up the weekly run log to verify that proper maintenance was done. Neglecting to perform the weekly check could pose problems if an insurance claim is filed.

Selectman Crnolic asked if properly trained staff from the Fire Department could do this job. CM Pivero stated that he has already shown a few members how to operate the engine.

**Selectman Burrill moved to authorize Fire Chief Alcadinho to create a work instruction in a standard operating procedure format for the duty officers to perform the weekly function of running the diesel fire engine pump for 30 minutes and performing a visual inspection of the system. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

Selectman Burrill asked CM Pivero if there are any updates on the sprinkler system project. He would also like to have a meeting of all the stakeholders that were involved to close out the project. CM Pivero

stated that the project is complete as far as the installation and testing. There are still some administrative tasks to be completed by the Engineer and Carter Sprinkler Company. Also, an automate fill system to take the domestic water available on site and keep the tanks filled, still needs to be installed.

Selectman Melvin asked where does the water to fill the tanks by the automated system come from? CM Pivero stated that it comes from the onsite water supply.

**e. Town building repair priority list**

Town Administrator Wrigley stated that previously the Board was going to review the list and prioritize which repairs quotes should be requested for.

Chairman Foote would like to have the Building Inspector review the Police Station requests. He would like to know that if some of the ADA compliant requests are done would that mean the whole building would need to be ADA compliant.

Selectman Crnolic stated that he would like to move the building sign request up the list because some people will go to the Fire Station asking for a police officer.

Selectman Burrill stated he would like to see Department Heads provide estimates for the repairs/request they have for their building. Secretary Morin stated that at a prior meeting, the Board was going to prioritize the list and select certain items to get quotes on.

Selectman Melvin would like to table this discussion. He would like to meet with Councilor Janet Stevens and ask her if some of these items could be covered under American Rescue Plan Act.

Chairman Foote reviewed the Town Hall building priority list. Secretary Morin recommends waiting on these items and to place them in the 2022 budget.

The Board reviewed the Gale Library building priority list. Chairman Foote stated that some of the items could be covered under the COVID relief act. Secretary Morin stated that the furnace maintenance is scheduled for Thursday. She will ask the maintenance technician if it needs to be replaced. Most of the Items could be paid out of the Gale Library Building Capital Reserve Fund.

**H. Bookkeeper memo – Invoices from Fire Department**

The Board discussed which funds the to use to pay the invoices from the Fire Department. The invoices that pertain to the vehicle exhaust system will come from the Town Buildings Capital Reserve Fund. The one for the SCBA rack will come from the Fire Department budget.

Town Administrator Wrigley estimates that there is about \$90,000.00 left in the Town Building Capital Reserve Fund prior to any of these invoices. She informed the Board that the Construction Manager has submitted invoices in the amount of \$53,219.98. The invoices submitted by the Fire Chief amounts to \$3,471.26.

Selectman Burrill reviewed the warrant article that the voters passed in March of 2021 placing \$300,000.00 from the sale of the old fire station into the Town Building Capital Reserve Fund and how it was stipulated that the funds were to be used to complete the Fire/Rescue Station before using the funds for any other building.

Selectman Burrill explained that there are 3 vehicles that need custom exhaust work in order to function with the vehicle exhaust system at the Fire/Rescue Station. Selectman Crnolic stated that without the retrofit those vehicles would not be housed in the apparatus bay.

**Selectman Crnolic moved to pay Skip's Garage \$820.00 for custom exhaust work on the 1989 GMC Forestry Truck and 2018 Chevrolet Silverado so the vehicles can connect to the new exhaust ventilation system at the Fire/Rescue Station. Funds to come from Town Buildings Capital**

**Reserve Fund. Seconded by Selectman Burrill. Foote – aye, Michaels – aye, Crnolic – aye. Melvin – nay, Burrill – nay.**

**Selectman Burrill moved to pay Asl' Lock Service \$92.00 for re-keying the pump house at the Fire/Rescue Station. Funds to come from Town Buildings Capital Reserve Fund. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

The Board discussed how to fund the SCBA storage rack.

**Selectman Crnolic moved to pay Fire Tech & Safety of New England \$1,575.00 for a SCBA storage rack which includes the shipping and handling costs. Funds to come from the Fire Department 2021 budget equipment line item. Seconded by Selectman Burrill. Foote – aye, Michaels – aye, Burrill – aye, Crnolic – aye. Melvin – nay.**

Secretary Morin explained that it is a storage tank for diesel fuel for the fire engine diesel pump.

**Selectman Crnolic moved to pay Cardmember Services \$314.95 for a 30-gallon fuel storage tank and signage. Funds to come from Town Buildings Capital Reserve Fund. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Crnolic moved to pay Greenwood Emergency Vehicles \$609.31 to fix a “check engine” light on Tanker-4 due to new vehicle exhaust system. Funds to come from Town Buildings Capital Reserve Fund. Seconded by Selectman Burrill. Foote – aye, Michaels – aye, Crnolic – aye. Melvin – nay, Burrill – nay.**

The Board discussed the invoices for the sprinkler system project. Selectman Burrill asked if it was the final bill for the project. He stated that CM Pivero informed the Board of several outstanding items that need to be completed earlier in the meeting and that the Board might want to wait until those items are completed before paying the Construction Manager's invoice.

**Selectman Crnolic moved to pay Moynihan Lumber \$139.03. Funds to come from Town Building Capital Reserve Fund. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Crnolic moved to pay Omni Security System \$5,186.00. Funds to come from Town Building Capital Reserve Fund. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Crnolic moved to pay R. G. Tombs Door Co \$2,039.95. Funds to come from Town Building Capital Reserve Fund. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**I. Updated Residential Sticker Policy**

**Selectman Crnolic moved to accept the amended changes for the Residential Sticker Policy as written. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**J. Resignation letter – ZBA Secretary**

Chairman Foote read Laura McKenzie's resignation letter as the Zoning Board of Adjustment Secretary.

**Selectman Burrill moved to accept with thanks the Zoning Board of Adjustment Secretary resignation letter from Laura McKenzie. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**III. Other Business**

**A. Agenda items**

Secretary Morin asked for clarification on who can authorize items be placed on the Selectmen's agenda and when should the cutoff be for items to be added to the agenda? Chairman Foote stated that agenda items must be submitted by Thursday 4pm for the following Tuesday Selectmen's meeting. Agenda items can be submitted to the Secretary. After the deadline any emergency items need to be approved by the Chairman or Vice-Chairman.

**B. Manifest**

**Selectman Melvin moved to sign vendor manifest dated August 17, 2021, in the amount of \$68,526.76. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Melvin moved to sign Recreation vendor manifest dated August 17, 2021, in the amount of \$2,620.00. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated Month dd, 2021 in the amount of \$1,710.41. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**Selectman Melvin moved to sign payroll manifest pay period August 1 – 14, 2021 with a pay date of August 19, 2021. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**C. Veteran's tax credit**

**Selectman Melvin moved to sign Veteran Tax Credit for tax map 8-3-11-49 for tax year 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**IV. Announcements**

Selectman Burrill announced that the Recreation Commission will be holding a Senior BBQ on September 17, 2021, at the Police Station for all Newton residents over the age of 60. The following day, September 18 from 11am to 4pm will be Olde Home Day. This event will take place at the Memorial School on West Main Street.

Chairman Foote asked the Board to approve allowing the Recreation Commission to use the electronic message board to announce the events. The Board agreed.

**V. Approval of Minutes**

**Selectman Melvin moved to accept the non-public and public meeting minutes dated July 20, 2021, July 27, 2021, and August 3, 2021, as written. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.**

**VI. Adjourn**

**Selectman Crnolic moved to adjourn at 8:43pm. Seconded by Selectman Melvin with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary