



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, OCTOBER 5, 2021
TIME: 6:00PM NON-PUBLIC
7:00PM PUBLIC

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD and
ZOOM VIDEO CONFERENCE

PUBLIC MEETING MINUTES

I. Call to Order

Vice-Chairman Melvin called the meeting to order at 6:07 PM. In attendance were Charles R. Melvin, Vice-Chairman, Selectmen Matthew A. Burrill, Kathryn Michaels, Edvin Crnolic, and Town Administrator Nancy J. Wrigley. The non-public session was audio taped. The public meeting was audio and video taped; the non-public session minutes and the public meeting minutes were transcribed and typed by Town Administrator Nancy J Wrigley. Utilizing Zoom Video Conferencing were Selectmen Michaels and Foote.

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.

Diane M. Morin, Selectmen's Secretary was excused this evening.

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

Selectmen Burrill moved to go into non-public session under RSA 91-A:3 II (c) – Reputation at 6:07pm. Seconded by Selectman Melvin with a unanimous roll call vote: Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

Selectman Burrill moved to come out of non-public at 6:33pm. Seconded by Selectman Melvin with a roll call vote: Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

Selectmen Burrill moved to go into non-public session under RSA 91-A:3 II (a) – Compensation at 6:33pm. Seconded by Selectman Crnolic with a unanimous roll call vote: Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

Selectman Burrill moved to close the non-public meeting at 6:46pm. Seconded by Selectman Melvin with a unanimous roll call vote: Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

Vice-Chairman Melvin re-opened the public meeting at 7:10pm

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) – Compensation, (c) – Reputation and to keep the minutes from that meeting confidential until such time as the majority of the Board feels the circumstances no longer apply, except for those items dealing with compensation can be released to the Bookkeeper. Seconded by Selectman Crnolic. Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

Chairman Lawrence B. Foote joined the meeting.

B. Fire/Rescue Station – Closing out sprinkler system project

Project Manager, Mike Pivero informed the Board that he finished his aspect of the work months ago. The State Fire Marshall commissioned the system to now be functional; and the only thing the Selectmen have been waiting for is the paperwork from the engineers, that the board hired to do the review and the oversight. It is his understanding that following a review of the as-build plans dated 07/22/21 and based on the observations from the system acceptance, SFC Engineering recommends final approval be granted for the operation of the sprinkler system and that the Newton Fire Department project be closed out.

Selectman Melvin informed the Board that the Occupancy Permit was issued, once the Fire Marshall commissioned the system. Selectman Burrill asked who issued the Occupancy Permit and was told, Building Inspector, Shanti Wolph. BOS Secretary Morin informed the Board that she reached out to Building Inspector Wolph and he did issue the Occupancy Permit for 8 Merrimac Road.

The Board discussed the final invoices due to Project Manager Pivero for the connection of the Fire Station Building to the Pump House for \$1,070.00 and the remainder of services rendered for \$45,855.00 for a total of \$46,925.00.

Selectman Melvin moved to pay the total of \$46,925.00 to Project Manager Pivero and the funds to come from the Town Buildings Capital Reserve Fund. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

C. 2022 Proposed budget

a. Conservation Commission – Tabled

b. Planning Board

Planning Board AA, James Doggett reviewed the budget increase of \$735.00 which is in the salary line due to the number of hearings.

Selectman Burrill moved to accept the proposed Planning Board budget of \$48,750.00 as written, for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

c. Zoning Board of Adjustment

Zoning Board of Adjustment AA, James Doggett reviewed the budget increase of \$4,272.00 due to the number of applications and hearings.

Selectman Burrill moved to accept the proposed ZBA budget of \$9,446.00 as written, for inclusion in the proposed budget for 2022. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

d. Recreation Commission

Recreation Ex-Officio Burrill informed the Board that the budget is level funded because they have been gradually re-opening their events and even though they did more than last year, they weren't able to do everything they hoped, but plan to do more next year as the COVID restrictions lessen.

Selectman Crnolic moved to accept the proposed Recreation budget of 18,650.000 as written, for inclusion in the proposed budget for 2022. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

e. Emergency Management

EMD Director Lawrence Foote informed the Board that the budget items equipment purchase, office supplies, other expenses and travel have been reduced for a total \$900.00.

Selectman Michaels moved to accept the proposed EMD budget of \$16,500 as written, for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye. Selectman Foote abstained.

f. Cable Committee

Diane Morin informed the Board that the Cable budget is level funded with no changes. This budget pays for the salary of the Cable operators and other expenses.

Selectman Michaels moved to accept the proposed Cable budget of \$6,020 as written, for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

g. Cemetery Trustees

William Landry informed the Board that for year 2022, their budget was reduced by \$400.00 because they made changes to the grounds keeping and landscaping, repairs, and supplies.

Selectman Crnolic moved to accept the proposed Cemetery budget of \$13,750.00 as written, for inclusion in the proposed budget for 2022. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

h. Welfare Assistance

Town Administrator Wrigley informed the Board that the only increase in the Welfare budget is for the pay increase awarded to Welfare Agent O'Rourke and does not take effect until the last pay period of this year.

Selectman Burrill moved to accept the proposed Welfare budget of \$25,876.00 as written, for inclusion in the proposed budget for 2022. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

D. Review bid – Transfer Station debris removal

Peter Gagnon, Manager said he sent the Selectmen an email response from the Department of Environmental Services saying that there won't be any issue with putting the pile of ash and compost into the current and active compost pile.

Selectman Crnolic asked if the price will remain at the \$8,494.00? Mr. Gagnon said that he is not sure of the cost for renting the sifter, but it might be a little more than that. The ash will not have to be hauled out, but that cost will cover the brush, logs and the pallet pile with chipping and hauling.

Selectman Michaels asked Mr. Gagnon if his budget could support it and he said not this year. Selectman Crnolic suggested Mr. Gagnon contact ProBark to see how long this price is good for and the Board can decide if the funds are available at the October 19th meeting.

E. Review bids – Transfer Station solid waste removal

Peter Gagnon, Manager said he reviewed both bids and is recommending the Board go with G. Mello because their bid price is lower than Waste Management, as they will continue with not charging rental fees for the 30 yd dumpsters or the 40 yd dumpster. The big issue he saw is that Waste Management would be bringing everything to their Rochester facility and the fuel and hauling costs would higher.

Selectman Michaels moved to go with G. Mello Disposal Corp. Seconded by Selectman Crnolic for discussion.

Jason Mello was on the Zoom meeting and Town Administrator Wrigley asked him about his discussion at the last meeting about replacing the chutes on the compactors and asked if he could give us a price on those. Mr. Mello said the chutes have deteriorated so badly that if they tried to replace any of the

Public Meeting Minutes, 10/05/2021

compactors or bring in a new compactor, the chutes would not be able to withstand the cutting and rewelding to the compactor. He said it is imperative that they do get replaced at some point and said he would have no problem financing the town over the course of the contract. He agreed to provide a quote.

Vice-Chairman Melvin called the vote: Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

F. RFP for IT Service Provider – length of contract would be 24 months

The Board reviewed the RFP for IT Services for 24 months and agreed to put it out to bid. Selectman Crnolic complemented Ms. Morin in the preparation of the proposed IT bid and thanked her for a job well done.

Selectman Burrill moved to publish the RFP in a local paper and on the town website as written. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Michaels – aye, Crnolic – aye.

G. Review invoice for library roof

Town Administrator Wrigley informed the Board that the roof work has been completed in the amount of \$12,268.00 with the anticipation of additional work needed. A follow-up email was sent to the Board from Lonnie Burns of iRoof with pictures showing the additional costs in the amount of \$3,480.00 that were incurred due to a 3rd layer of shingles found and the need to replace 88 pieces of barn boards.

Selectman Burrill moved to pay the difference in the amount of \$3,480.00 to pay iRoof. Money to come from the Library Building Capital Reserve Fund. Seconded by Selectman Crnolic. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

H. Per RSA 31:95-b to accept and expend unanticipated funds, \$2,560.00, from Old Home Day

- a. \$1,280 – Newton Food Pantry
- b. \$1,280 – 68 Hours of Hunger

Selectman Burrill moved to do so, as described, and additionally this is all done to the generosity of the people from the town who donated, participated in the raffles and perhaps most importantly all the vendors from this town and surrounding towns that donated things that we could raffle; we had our most successful money raising year so we were able to split it between our two charities. Seconded by Selectman Crnolic. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

I. School Resource Officer

The Board agreed to table this item.

J. DRA Revised Estimated Revenues (MS-434)

Town Administrator Wrigley informed the Board that these are the updated revenues from the proposed revenues done in January and requested the Board of Selectmen sign the form to be submitted to Department of Revenue Administration to be used for the tax rate setting.

Selectmen Crnolic moved to sign the estimated revenues for the period January 1, 2021 to December 31, 2021. Seconded by Selectman Melvin. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

III. Other Business

a. Complaint

Selectman Burrill said he thinks this is a time sensitive thing and strictly a record keeping thing they need to do with no need to go into much detail on this, other than what is required, because he is concerned with opening up the town to further risk. A complaint came in a few weeks ago to the Town Administrator and that complaint came in via email, the person didn't identify themselves, I think everybody agrees, if

Public Meeting Minutes, 10/05/2021

you're going to complain about someone or something, you've got to give us the information, we have to know how to contact you, we have to know all the details. So, we have a form, we've used the form as part of our process.

This person didn't respond back and last Tuesday, I believe Selectman Melvin sent an email to this person and that it came from the selectmen@newtonnh.net account which is the email account that represents the Board. Selectman Melvin sent the following response:

Concerned Citizen, since there is no response or complaint filed, Board of Selectmen Vice-Chairman Charles Melvin, Sr. considers this case closed.

Selectman Burrill said he knows Mr. Melvin identified himself as the sender of the email. Nancy then sent this to the rest of us, my concern is that we should not be putting a time limit on this type of complaint, the person can respond or not, but it opens the town up to risk if we are representing some sort of arbitrary time limit.

Mr. Melvin said, "he was asked by the Town Administrator how he wanted to handle this, and that is what I did".

Selectman Burrill wanted to put in the minute's tonight that, and at least I think the rest of the Board may have known this email was going out, but I did not know. I want to put it in the minutes **that this was not a Board decision to put this deadline on this person.**

Selectman Kathryn Michaels said it wasn't a vote.

Town Administrator Wrigley said that she received a response back with a request to send the complaint form again, so I did email it out again.

Town Administrator Wrigley said she is looking for direction from the Board on when to share these complaints with the full board. Selectman Burrill said if someone is going to fill out the form, then it should be shared with the Board and they can figure it out after that.

b. CALEA

Selectman Crnolic received information from Police Chief Jewett regarding CALEA certification process and now has the breakdown information of what the cost will be over a three-year period to rejoin CALEA along with Power DMS, which is a web-based product that houses all documents they need.

Selectman Crnolic moved to allow the Chief to reach an agreement with CALEA with Power DMS for three installment payments of:

Year 1 – Policy / Document and Training Management \$2,979.83, with a one-time implementation / Onboarding Fee = \$545.97.

Year 2 - Policy / Document and Training Management = \$4,469.74.

Year 3 - Policy / Document and Training Management = \$5,959.65.

and would like to go with the 3 installment payments of \$2,900 effective October 5, 2021.

Seconded by Selectman Burrill. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – nay.

c. ARPA Funds to be used for Payroll

Emergency Management Director Foote asked to speak on the ARPA funds that the Board voted to accept tonight. He asked where he is going to get the money to pay the employee who is continuing to work on this?

Deputy Emergency Management Director McCarthy explained the process and said a report needs to be submitted by March 31, 2022. The town has four years to come up with a plan and it must be spent by 2026 with any remaining funds returned to the State. She informed the Board that she is working with all the department heads to find out what they have for needs to go in her report to the Selectmen.

Public Meeting Minutes, 10/05/2021

She wanted to be clear that this money is approved to cover payroll for the Admin, for such things as who is reporting on these funds, getting estimates, going out to bid, etc., COVID-19, First Responders, (which includes EMS, Fire Department, Police Department).

Selectmen Michaels & Burrill asked what they missed in this meeting that happened?

Town Administrator Wrigley said her question to the Board was "we aren't spending any of the money right now because the Board needs to approve the expenditures, correct?" The Board accepted the money but did not vote to expend any of the money. She and the Bookkeeper need the Board's direction on the expenditures of this money.

Selectman Burrill asked for the next Selectmen's meeting, after Mrs. McCarthy meets with Kim and Nancy, to have the first introductory meeting of what the next steps are to move forward with the plan. The Board was in favor.

Manifests

Selectman Melvin moved to sign vendor manifest dated October 5, 2021, in the amount of \$85,362.32. Seconded by Selectman Crnolic. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

Selectman Melvin moved to sign Cable Revolving Fund manifest dated October 5, 2021, in the amount of \$6,016.73. Seconded by Selectman Burrill. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

Selectman Melvin moved to sign Emergency Management Revolving Fund manifest dated October 5, 2021, in the amount of \$2,637.44. Seconded by Selectman Crnolic. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

Selectman Melvin moved to sign Inspector Fee Revolving Fund manifest, in the amount of \$9,218.30 dated October 5, 2021. Seconded by Selectman Crnolic. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

Selectman Melvin moved to sign Police Detail Revolving Fund manifest dated October 5, 2021 in the amount of \$44,695.90. Seconded by Selectman Burrill. Michaels – aye, Foote- aye, Burrill – aye, Crnolic – aye, Melvin – aye.

Selectman Melvin moved to sign the payroll manifest for pay period September 12-25, 2021, with a pay date of September 30, 2021. Seconded by Selectman Crnolic. Michaels – aye, Foote- aye, Crnolic – aye, Burrill – aye, Melvin – aye.

IV. Approval of Minutes

Selectmen Burrill moved to accept the non-public and public meeting minutes dated September 21 and 28, 2021 as written. Seconded by Selectman Crnolic. Michaels – aye, Foote- aye, Crnolic – aye, Burrill – aye, Melvin – aye.

Review non-public session minutes for unsealing – None

V. Adjourn

Selectman Melvin moved to adjourn at 8:54 pm. Seconded by Selectman Michaels with a unanimous roll call vote.

Respectfully submitted,

Nancy J. Wrigley
Town Administrator