



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

DATE: TUESDAY, October 19, 2021

TIME: 6:00PM

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

PUBLIC MEETING MINUTES

Zoom Conference phone number 929-205-6099

Meeting ID 818 7979 5674

<https://us02web.zoom.us/j/81879795674>

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, Edvin Crnolic, Town Administrator Nancy J. Wrigley, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was videotaped; the public meeting minutes were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by Town Administrator Wrigley.

Selectman Foote moved to go into non-public session at 6:00pm under RSA 91-A: 3 II (a) – Compensation Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill moved to close the non-public session at 6:21pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Burrill – aye, Crnolic -- aye.

Selectman Foote moved to go into non-public session at 6:21pm under RSA 91-A: 3 II (c) – Reputation Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Burrill – aye, Crnolic -- aye.

Selectman Michaels joined the meeting at 6:21pm.

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.

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

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

B. Public hearing to accept and spend ARPA funds

Chairman Foote stated that the Board did accept the grant funds at a public hearing and that administrative costs to administer the funds is covered. When the Board accepted the funds, it accepted to expend the funds. The Board will need to approve future expenditures of the funds.

Selectman Burrill stated that the Board voted to accept but not to expend the funds. He agreed that the administrative costs are covered but until the Board votes to expend the funds, those costs will need to come from another budget. Once the Board votes to expend the funds, the administrative costs will be covered, and the affected budgets will be reimbursed.

Deputy EMD Trisha McCarthy addressed the Board. She reviewed the process that the Town must follow to utilize the funds properly. She stated that a committee cannot expend the funds but can recommend to the Board how to use the funds. She went on to provide examples of expenditures that the funds could be used for it. She emphasized that the process needs to be transparent. As an example, should sealed bids be required, the bidders must be allowed the opportunity to present their bid in a public meeting. In some cases, attorney costs would be covered if a contract needed to be reviewed. Another example would be air purifiers for town buildings. The cost for these expenses would be covered by the ARPA funds. If the town can show that the funds were used to purchase goods that were COVID related, then goods and services can be purchased with funds from the ARPA monies.

She went on to explained that there is a process that needs to be followed and that any administrator working on items for the ARPA funds would be covered.

Selectman Melvin asked if the town needs to ask for approval from the Government before expending the funds. She stated no so long as the process is followed.

Selectman Melvin asked what happens if the purchase was not covered by the funds. Mrs. McCarthy stated that as long as the process is followed, then it would be covered.

Selectman Burrill asked to have the motion that was made at the October 5, 2021, public hearing minutes read. Secretary Morin stated that the Board voted to accept but not to expend the funds. Therein lies the issue. The funds to pay for the administrative costs cannot come from the ARPA fund until the Board holds another public hearing to expend the funds.

Mrs. McCarthy stated that she spoke with the Bookkeeper about keeping her time spent on ARPA separate from her normal time.

The Board discussed when to hold the public hearing to expend the ARPA funds.

Selectman Burrill moved to hold a public hearing on November 9, 2021, beginning at 6:00pm to expend the ARPA funds. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

C. Town Clerk – Update on storage needs

Town Clerk McCullough addressed the Board. She reviewed the possible areas for storage at the Police Station with Chief Jewett. There are 2 temporary areas that could be used. One area is up three flights of stairs. Both areas would require additional support for the floor to be able to hold the weight. Access to the building is not readily available. Both areas would provide limited storage.

She stated that she met with Road Agent Pivero about converting a bay in the Butler Building. This space would offer enough storage to satisfy the Town's needs for several decades. It would cost more to convert the space but would be a permanent solution. She is recommending this option to address the Town's storage needs. Road Agent Pivero estimated a cost between \$12,000 and \$20,000 would be needed to retrofit the bay.

Selectman Burrill asked if this might qualify for ARPA funds. TC McCullough does not believe it would.

Selectman Melvin asked how much space is needed. Ms. McCullough stated that there are several areas in the Town Hall that are used for storage now. She did not have an exact amount.

Selectman Burrill asked if the records could be digitized. Ms. McCullough stated that paperwork for vital records, minutes, town reports and other documents need to be kept indefinitely.

Ms. McCullough stated that another possible temporary solution would be to rent a storage unit. Selectman Burrill asked if the records need to be readily accessible. Ms. McCullough stated that they should be readily accessible.

Selectman Michaels agree that converting a bay is the best option and not renting a storage unit.

Chief Alcadinho addressed the Board. He stated that the building is not heated. He mentioned that a smoke machine used for training is not working.

Selectman Burrill moved to request quotes to retrofit a garage bay in the Butler Building for storage. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

D. Fire Department – Thank you for delivery and usage of scissor lift

Chief Alcadinho addressed the Board and asked that they send thank you letters to DJB Truck and Trailer for the use of their scissor lift, C and M Auto Repairs for transporting the lift, and Lt. James Ryan for installing the signage in the apparatus bay.

Selectman Burrill moved to send thank you letters to all three. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

E. Ambulance repair

Chief Alcadinho informed the Board that the ambulance has broken down twice in the past few weeks. The first time was a bad fuel pump and the second was loose wires. He stated that the majority of calls are EMS based and the ambulance is used for those calls. He stated that if the ambulance is out of service, it could take up to 45 minutes for Trinity Ambulance to respond. He is strongly recommending that a new ambulance be purchased. He estimates the cost to be between \$275,000 - \$350,000. The new ambulance would be equipped with an automatic bed lift and be self-cleaning.

Chief Alcadinho suggested that funds come from different reserves and possibly from the ARPA funds.

Selectman Michaels asked if the mechanics who repaired the ambulance provided a status of the vehicle. Should the Town keep spending money to repair it or not. Chief Alcadinho reviewed the most recent repair issues.

Chief Alcadinho stated that for a small town, the department is busy.

The Board discussed the age of the vehicle and should it be repaired. They discussed how a new ambulance would be paid for. A warrant article would need to be presented to the voters.

Chief Alcadinho stated he received a matching forestry grant and needs approval from the Board to sign the memorandum of understanding. The grant is for \$1,744.00 of which the Town will pay \$872.75.

Selectman Crnolic moved to authorize Chief Alcadinho to sign the memorandum of understanding with the State for a forestry grant in the amount of \$1,744.00 of which the Town's portion is \$872.75. The funds to come from the 2021 Forestry Budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

F. 2022 Proposed Budgets

a. Elections, Registrations, and Vital Statistics

Town Clerk McCullough reviewed the proposed 2022 Elections, Registration, and Vital Statistics budget. She needs to make a change to budget line-item Town Clerk State Fees. She had reduced it by \$1,000.00 but realized that was not the appropriate amount. She also needs to increase the training line item from \$500 to \$880. The total proposed budget is \$104,689 and is still a decrease of \$1,256 from the 2021 budget.

Selectman Burrill moved to accept the 2022 proposed Elections, Registrations, and Vital Statistics Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

b. Tax Collector

Tax Collector (TC) McCullough reviewed the proposed 2022 Tax Collector budget. The increase to the budget is to cover postage for mailing out vehicle registration. The total proposed budget is \$28,950. An increase of \$750 from the 2021 budget.

Selectman Michaels moved to accept the 2022 proposed Tax Collector Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

TC McCullough informed the Board that in her office is a fireproof file cabinet that holds vital records. The cabinet is broken and needs to be replaced. She estimates the cost to be between \$2,500 -\$4,000 for a new one. She was thinking of placing a warrant article on the 2022 ballot.

Selectman Michaels asked if a similar type of cabinet would be needed for the new storage area. TC McCullough stated that it will depend on if the storage area is fireproof or not.

The Board will take up the purchase of a fireproof file cabinet at the end of the year.

c. Library

Mrs. Kathy Meserve reviewed the past years' activities at the library. A new Children/Youth's Librarian was hired. The increase to the proposed budget is for salary increases, cleaning the library and snow shoveling. The proposed budget for 2022 is \$139,185.00 which is an increase of \$6,794.

Selectman Burrill moved to accept the 2022 proposed Library Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

d. Building Department

Building Inspector (BI) Shanti Wolph presented the 2022 proposed Building Department Budget. The proposed 2022 budget is \$23,439.20 which is an increase of \$3,537.20 from the 2021 budget. The increase is due to the hiring of a new Permit Clerk. The previous clerk was well under paid.

BI Wolph recommends a warrant article be presented to the voters to expand the use of the Inspector Fees fund account. The fees would be used to pay for 30% Code Enforcement salary, all supplies and equipment needed to run the department. If approved, it could save the taxpayers around \$4,500 and the Building Department budget would be in the black at the end of the year.

BI Wolph announced that he will be resigning and that the new inspector may have different ideas on salary.

Selectman Burrill stated that it seems that most budget increases are for salaries. These increases will help keep the Town competitive in the job market.

Selectman Melvin moved to accept the 2022 proposed Building Department Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

The Board expressed thanks to BI Wolph as the Town's Code Enforcement Office and Building Inspector. They wished him well at his new job. BI Wolph stated he will help the Town with the transition.

e. Conservation

Mrs. McCarthy reviewed the Conservation Commission budget. The Commission is asking for a \$1,000 increase to repair the trails in Town. Mrs. McCarthy stated that the ARPA funds might be able to fund the trails repair.

Selectman Michaels stated that she would keep the budget as presented in case the ARPA funds need to be used elsewhere.

Selectman Melvin moved to accept the 2022 proposed Conservation Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

f. Health Officer

Town Administrator Wrigley stated that the Health Officer did not use any funds. She informed him that the proposed 2022 will be zeroed out.

Selectman Burrill asked why there was a line item in the 2021 budget for salaries. TA Wrigley stated the Health Officer was being paid by fees that he took in. Now that those fees go into the Inspector Fee fund, he is paid from that fund and not from the Health Officer's budget.

Selectman Crnolic moved to accept the 2022 proposed Health Officer Budget for a total budget of \$200 for inclusion in the proposed budget for 2022. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

g. Other General Govt – Legal, Street Lighting, Pest Control, West Nile Virus

Selectman Burrill asked if the vendor had to spray for mosquitos. TA Wrigley stated no spraying was needed.

TA Wrigley stated that the proposed Legal Budget is for \$50,000. Secretary Morin stated that the Board moved some funds to the Fire Department budget to pay for expenses. The proposed 2022 budget is level funding.

Selectman Michaels moved to accept the 2022 proposed Legal Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill moved to accept the 2022 proposed Street Lighting Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill moved to accept the 2022 proposed Pest Control Budget for inclusion in the proposed budget for 2022. Seconded by Selectman Melvin for discussion.

Chairman Foote asked why there was still over \$14,000 remaining in the 2021 budget. Secretary Morin explained that the funds need to be there for needed road-side spraying or should any mosquito test positive for West Nile, Triple E or other mosquito borne disease.

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

G. Transfer Station – Update on removal of debris piles

Transfer Station Manager (TSM) Gagnon addressed the Board. He informed the Board that the bid from ProBark is good for up to 60 days. TA Wrigley reviewed the proposed funding for the debris piles. The

2021 Solid Waste Disposal budget still has funds available to pay for the removal of the debris piles. She is recommending the Board authorize the expenditure not to exceed \$13,500.

Mr. Robert Marchand addressed the Board. He suggests the Board investigate purchasing a chipper for future needs. The chips could be used by the local business that uses wood chips for heat fuel. The Town would need to hire a qualified person to run the equipment. He also suggests that the Board speak with the local manufacturer in Town to see if they could help with the purchase of a chipper. The chips could also be used by residents on their own property.

Chairman Foote would like to see if CBI could provide a quote for a chipper and to re-visit allowing residents to pull from the wood piles. Selectman Michaels stated the issue was the Town's insurance carrier did not recommend allowing residents to take from the pile.

Mr. Marchand stated that there are companies that will take the pallets away. They then refurbish and resale them.

TSM Gagnon stated that a sifter will be needed before the ash pile can be incorporated in the compost pile.

Selectman Crnolic moved to accept the bid from ProBark in the amount of \$8,494.00, to chip, load, haul and dispose of the brush, pallet, and log piles. Funds to come from the various line items in the 2021 Solid Waste Disposal Budget as stated. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

The Board asked TSM Gagnon to reach out to CBI about a chipper.

H. Review G. Mello solid waste contract

TA Wrigley stated that an escape clause was added to the contract.

Selectman Crnolic moved to sign the G. Mello solid waste disposal contract for three years with a 2 year option. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

I. Resignation – Tony Romanoski – Facilities Maintenance/Custodian

Chairman Foote read the resignation letter.

Selectman Burrill moved to accept Tony Romanoski resignation letter with thanks for his 7 years of service to the Town. Seconded by Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

J. Tax ratio study

Selectman Crnolic moved to sign the tax ratio study dated October 19, 2021. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

K. Health Trust Insurance

a. 2021 Return of Surplus

TA Wrigley stated that the surplus funds will be returned to employees and the Town.

Selectman Crnolic moved to accept the 2021 Health Trust surplus. Seconded by Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

b. 2022 Insurance for Health, Dental and Short Term Disability rates

TA Wrigley stated that the 2022 insurance rates will be lower than the 2021.

Selectman Crnolic moved to accept the 2022 Health Trust Insurance rates. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

III. Other Business

A. Want Ad for Building Inspector Code Enforcement Officer

Secretary Morin asked the Board to review the job posting for the Building Inspector/ Code Enforcement Officer so that it can be published in the Manchester Union Leader, NHMA and Town websites. She stated that there is no deadline on the ad. Doing it this way the Board can interview qualified candidates until the position is filled. They would not need to wait for the deadline to start the interview process.

Selectman Burrill would like to add 5 -10 years' experience required as a Building Inspector/Code Enforcement Officer to the want ad.

B. Manifest

Selectman Melvin moved to sign vendor manifest dated October 19, 2021, in the amount of \$77,145.86. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Melvin moved to sign Recreation Revolving Fund vendor manifest dated October 19, 2021, in the amount of \$2,770.50. 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 \$1,333.90. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Melvin moved to sign Highway Construction Revolving Fund vendor manifest dated Month dd, 2021 in the amount of \$19,398.00 for the repaving of Heath Street. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Melvin moved to sign payroll manifest pay period September 26 – October 9, 2021, with a pay date of October 14, 2021. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Burrill announced that the Recreation Commission will be holding a Veterans Day Ceremony at the Fire Station to honor the Town's Veterans. The ceremony will take place on November 11, 2021, beginning at 10:30am.

IV. Approval of Minutes

Selectman Melvin disagreed with the minutes specifically on page 4 "Other Business" "a. Complaint". He read a prepare statement which is attached to the end of these minutes. He asked to have the statement placed in the October 5, 2021, Board of Selectmen's public meeting. Secretary Morin explained that the statement could not be added to the October 5th minutes. She stated that it would be included in tonight's meeting minutes.

Selectman Melvin stated that the October 5th minutes indicate that he did not follow proper procedure. Selectman Burrill stated that he believes Selectman Melvin did not follow proper procedure because the entire Board did not vote on the email that was sent to the concerned citizen. The email was sent from an account that reflects on the entire Board. Selectman Melvin stated that he was informed by TA Wrigley that she received legal advice which suggested that the Vice Chairman, Selectman Melvin, handle the issue.

Selectman Burrill stated that he would be fine with amending the minutes on page 4 to change the word from complaint to email. Selectman Melvin agreed to this change.

Selectman Melvin moved to amend the October 5, 2021, public minutes on page 4 under "Other Business" from "A complaint came in a few weeks ago" to "An email came in a few weeks ago" and to accept as amended. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Crnolic moved to accept the Public Hearing minutes dated October 5, 2021, as written. Seconded by Selectman Burrill. Foote – aye, Michaels – aye, Burrill – aye, Crnolic – aye. Melvin – abstained.

V. Adjourn

Selectman Crnolic moved to adjourn at 8:45pm. Seconded by Selectman Burrill.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary

① Complaint I feel this was NO complaint, it was a statement. A complaint has to be in writing - Also signed - phone No. brief statement - In my opinion we can't call this a complaint until we have some proof.

② Selectmen Melvin was asked by T.A. Nancy to handle this (complaint) statement. T.A. Nancy told me she had called NITMA Legal. She told me that Legal said Have the Vice Chair handle this matter. Legal service didn't say have the full Board handle this have the Vice Chair do it. So I did.

I told T.A. Nancy to Email back this concern citizen.

That the town of Newton does not take statements as a complaint. If not in writing and signed, contact info (ie) phone No. brief statement of what happened. Two weeks went by, I asked T.A. Nancy if there was any response. T.A. Nancy told me (Charles Melvin) there was NONE. I Charles Melvin Vice Chair ~~to E-mail concern citizen~~

told T.A. Nancy to E-mail concern citizen, since there was no response OR complaint filed ~~with the town of Newton~~. Then Vice Chair Charles Melvin considers this matter closed. I did not say, concern citizen could not do another one.

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I told T.A. Nancy when the first email was send, for her to inform the rest of the board. I made a special trip back to town Hall. to let TA Nancy make sure she knew that thats what I wanted

I also told TA Nancy that when their was no response from Concern Citizen what I told her to do she did, I also told her to informed the rest of the Board

Selectman Melvin does not have a town lap top

So in the min's it's Refeket's I believe that Selectman Melvin personally responded back to Concern Citizen ~~as an employee~~.

Thats a complete ~~information~~ lie. T.A. Nancy wrote the min. She knows, ~~she is the one~~