



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, NOVEMBER 2, 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, 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 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 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.

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

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

Selectman Crnolic moved to close the non-public session at 6:35pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Crnolic moved to go into non-public session at 6:35pm under RSA 91-A: 3 II (b) – Hiring New Employee. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Crnolic moved to close the non-public session at 6:55pm. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Burrill moved to go into non-public session at 6:55pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Crnolic. 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.

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), (b) 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 Foote. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

B. Master Plan Steering Committee – Review Capital Improvements and Implementation Plans

Ms. Annie Collyer addressed the Board. She reviewed with the Board the process the Master Plan Steering Committee went through to update the Town's Master Plan. The Committee is now looking at developing a Capital Improvement Plan (CIP) that will address the issues reported in the Master Plan. The Committee is recommending that each department, board, committee, and commission provide the Selectmen with a list of issues that need to be addressed. This list would then be prioritized according to the most pressing needs. Once the list is completed an implementation plan would need to be developed. This plan would detail how and when the issues would be resolved.

The Planning Board is looking for guidance from the Board on how to get the most buy in from the residents to support this process. Selectman Burrill stated that a letter from the Board was sent out to all departments, boards, committees, and commissions and that maybe the way to go again.

Mr. Robert Marchand addressed the Board. He stated that the CIP is a way for the Town to plan for future needs while working to keep the tax rate from fluctuating wildly. He stated that it's the Planning Board's job to encourage the Board to be proactive in forming a CIP. As an example, he stated that back in 2013 when the plan was last updated it was mentioned that the Cemetery Trustees were running out of room. Per state law, a municipality must provide burial grounds within its borders. He is recommending that warrant articles be brought before the voters to make them aware of the issues and the cost to resolve them. This would be a proactive way to keep the Town moving forward.

Ms. Collyer stated that the goal is to create a 5-10 year plan to address the issues. She provided several other examples of needs within the Town. We need to get the voters to be onboard with the proposed CIP. Once the CIP is accepted then the next step is to develop the Implementation Plan which will provide a roadmap for implementation of the CIP.

Selectman Melvin stated that the Town owns landlocked land behind the Union Cemetery which might be usable for the cemetery expansion.

Selectman Burrill will work with Ms. Collyer to draft a letter asking for support from departments, boards, committees, and commissions for the CIP.

Ms. Collyer asked the Board if there are any plans for capital improvements in any of the proposed 2022 budgets such as the Highway Department Budget. The Board will be reviewing that budget tonight.

C. 2022 Proposed Budgets

a. Tree Warden

Road Agent Pivero reviewed the budget for Care of Trees. The budget is level funded at \$3,000.00.

Selectman Crnolic moved to accept the proposed 2022 Care of Trees Budget for inclusion into the 2022 proposed budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

b. Highway Department

Road Agent (RA) Pivero reviewed the proposed 2022 Highway Department budget. He is recommending an increase of \$44,960.00 over the 2021 budget. He stated that the budget has been kept at around \$345,000.00 for the last 11 years. This will be the first major increase requested. The cost of equipment and materials has risen. He stated that the Town needs to pay a competitive rate for snow plowing therefore the winter equipment rental line item is increased to pay a competitive rate. The need to hire a

part-time employee with a CDL was added to the salary line budget. His recommended budget for 2022 is \$405,931.00.

Selectman Melvin asked RA Pivero if the rate for a pickup truck to plow is \$56.00 per hour includes the cost of fuel. RA Pivero stated that fuel is included in the \$56.00 per hour. If the cost of fuel goes above \$4.09 at the Route 108 Store, then the escalation clause in the snow policy would kick in. Selectman Melvin asked if there was money in the Highway Department budget for this. RA Pivero stated there is no line item in the budget for escalation. The funds would come from the Equipment Rental – Winter line item.

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

Ms. Collyer addressed the Board. She would like to recommend the Board put forth a warrant article to place funds into an account for road maintenance.

c. Financial Administration

The proposed 2022 Financial Administration Budget decreased \$5,000.00 to \$104,881.00.

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

d. Transfer Station

Transfer Station Manager (TSM) Pete Gagnon addressed the Board. He reviewed the increases to the budget. Hauling, disposal and salaried line item increased. The proposed 2022 budget is \$369,602.00.

Selectman Crnolic asked why the recycling line item went down. TSM Gagnon stated that previously we had to pay to have cardboard recycled. Now the Town is being paid for the cardboard.

Selectman Crnolic moved to accept the proposed 2022 Solid Waste Disposal for inclusion into the 2022 proposed budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

D. Financial Administration ARPA – update

EMD McCarthy addressed the Board. She is still gathering information on filtration systems for the furnaces in some of the town buildings. The US Treasury has provided a work sheet to help municipalities estimate the amount of revenue loss due to the pandemic that she is working on.

Selectman Burrill stated that at the November 9th public hearing the Board will need to accept and expend what has been received. EMD McCarthy stated that the Federal Government has clarified that the whole amount needs to be accepted and expended which is \$515,910.58 at the public hearing.

E. Town Buildings

a. Fire & Police Stations water testing results and quotes

Secretary Morin stated that per instructions from the Board, she engaged a water company to have the well water analyzed. The company provided a quote for the Police and Fire Station to address the problems with the water.

Chief Alcadinho complained that the only time he is listened to is when there are issues at other town buildings. He stated that he and others have complained about the water since 2018.

Selectman Burrill asked Chief Alcadinho if the quote would address the concerns he has with the water.

The Board reviewed the quotes for both the Police and Fire Stations and decided to go out to bid.

Selectman Burrill moved to request sealed bids to address the water quality at the Safety Complex. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

b. Fire Station building sign quote – Requisition 2384

Chief Alcainho stated that this is the last time that the vendor will provide a quote to the Town.

Selectman Melvin asked Chief Alcainho about the problem with deliveries. Chief Alcainho stated that deliveries have been left out in the rain. He stated that people come to the Fire Station looking for the Police Station and vice versa.

Selectman Burrill asked how much was left in the Capital Reserve Town Buildings Fund. Secretary Morin stated that the Trustee of Trust Funds informed her that there was \$111,234.00 in the reserve.

Selectman Crnolic moved to sign requisition 2384 in the amount of \$4,740.00. Funds to come from the Capital Reserve Town Buildings Fund. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

F. Fire Department – encumbering funds

Chief Alcainho stated that he currently has \$15,000.00 in his 2021 budget ear-marked for grant applications. The Fire Department is looking at applying for grants and one grant is with area towns for a new radio system. The \$15,000 that is in the 2021 Fire Department budget was to be used for the grant applications. The applications won't be completed before the end of the fiscal year. He is asking if the \$15,000 can be encumbered so that it can be used in 2022. If that is not allowed, the 2022 Fire Department budget would need to be increased by \$15,000.

Selectman Burrill stated that there is a procedure that needs to be followed. To encumber funds a requisition, contract, written agreement, or quote is needed to encumber funds. This would not fall under that.

Secretary Morin asked if the funds could be used for other expenses the Fire Department may have. Chief Alcainho stated that the 2021 budget is very tight and would recommend that the Board wait on expending the funds.

Selectman Melvin stated that the Town has an opportunity to purchase the fire truck that was going to be traded in for \$12,000. The Town keeps borrowing a truck from East Kingston and needs to repair that truck for East Kingston. He is suggesting the Town purchase the truck instead of trading it in. This would then become the reserve truck for the Town. Town Administrator Wrigley asked why would the Town buy back a 1992 truck that might need more repairs. Selectman Melvin stated that it would be better than paying to fix another Town's borrowed truck.

G. 2022 Proposed Budgets

a. Fire Department

Chief Alcainho reviewed the proposed 2022 Fire Department Budget. Increases were to the salary and grant match line items. The total proposed budget is \$417,550. He reviewed some of the repairs that have been made to the vehicles. He stated that the ambulance runs are up to 5 times a day.

Ms. Collyer asked if the ambulance runs were COVID related. Chief Alcainho stated that not all are. She suggested that some of the funds from the grants received could be used for repairs.

Chief Alcainho stated that he would prefer the Town re-purchase the old fire truck instead of borrowing and repairing another Town's truck.

Selectman Burrill stated that the large budgets are being accepted as draft.

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

b. Forest Fire

Chief Alcadinho reviewed the proposed 2022 Forest Fire Budget. There is an increase of \$500 for a total of \$4,750.

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

c. Town Assessor

Town Administrator Wrigley stated that the contract for the Assessor came in earlier this morning. She recommends tabling this until the Assessor can attend the next meeting.

H. Facility Maintenance job description

Selectman Crnolic reviewed his preliminary job description for a full time facility maintenance person. He explained that the Town is paying people to replace toilets, patch walls, and mow fields among other jobs. If the Board were to approve this new position, the person would be responsible for these and other tasks, such as custodial tasks. The person would be responsible for snow removal at all town buildings.

He provided a cost breakdown for the salary which is between \$18-\$25 per hour. There would be an initial cost for equipment such as a commercial mower, pickup truck, and trailer along with various tools.

Chairman Foote asked if Selectman Crnolic compared the cost the Town pays now for these services. Selectman Crnolic stated that he would do an analysis of current costs.

Selectman Burrill stated that this was a good start. He asked if maintenance of the equipment was included. Selectman Crnolic stated that he was hoping to lease the equipment but did not find a local vendor that offered this.

Secretary Morin asked where the equipment would be stored. Selectman Crnolic suggested a bay in the Butler Building. She stated that most of the bays are full, and the Town Clerk would like to use part of the building for storage. Chairman Foote stated that there's probably things that can be disposed of like the Hummers. Selectman Burrill stated that this is information that is needed before a decision can be made. The Board needs to know who will manage this person as this would be an additional task. A complete picture is needed. Chief Alcadinho stated that the Hummers are still used by Police, Highway and Fire Departments.

Selectman Crnolic will compile more data

I. Open sealed RFP – IT Service Provider bids

The Board opened the one sealed bid that was received.

Secretary Morin stated that there were 3 inquires but only one company placed a bid. She suggested that she scan the proposal and email it to the Board for their review. The Board would like last year's contract so that they can compare the cost.

J. Letter of resignation – Police Sergeant Scott LaValley

Selectman Crnolic moved to accept Police Sergeant Scott LaValley letter of resignation with much thanks. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

K. Timber yield tax – Tax map 10-7-7, Tax map 10-7-6 & Tax map 5-4-18-2

Town Administrator Wrigley stated that tax map 10-7-7 and 10-7-6 are taxes owed for lumber cut in 2020. Tax map 5-4-18-2 is for 2021.

Selectman Crnolic moved to sign timber yield tax for 19 Maple Ave in the amount of \$42. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Crnolic moved to sign timber yield tax for 21 Maple Ave in the amount of \$275.60. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Crnolic moved to sign timber yield tax for 45 Highland Street in the amount of \$2,308.92. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

III. Other Business

A. Request to use Town Beach

Secretary Morin stated that she received an email request from Phillips Academy in Andover MA to use the Town Beach for a few hours on November 3, 2021. They would like to be able to launch 6 canoes on Country Pond for a school outing.

Selectman Michaels asked if the canoes will be checked for algae. Due to the short notice, no one would be able to verify that the canoes are cleaned.

The Board agreed to allow the school to use the Town Beach to launch canoes for this one time.

B. Review School Resource Officer (SRO) agreement

Selectman Burrill updated the Board and public about having a School Resource Officer (SRO) at the Memorial School in Town. The SRO would work during the school year for the district and the remainder for the Town. The School would pay 80% of the salary. The agreement was sent to Town Counsel for review.

Selectman Melvin stated that the salary would need to be placed into the 2022 Police Department Budget to cover the cost until the School reimbursed the Town. Selectman Burrill stated that a warrant article would be needed to take the funds from the reimbursement money and put it back in the budget. Selectman Melvin stated that if it does not pass then the Board needs to come up with the money.

Selectman Melvin stated that he came up with a total cost of \$116,000 and not \$86,000 as estimated in the contract. Selectman Melvin is not in favor of this. While on a call with the Fire Department he noticed there were Police and Fire at the scene. He believes that the teachers should be trained to handle a situation until Police arrive.

Selectman Burrill stated that the SRO would not only provide security but provide drug education. He stated that the numbers have been gone through by the Town's Bookkeeper and believes that those numbers are correct.

Selectman Crnolic asked why the Police Chief is not signing the contract. Selectman Burrill stated that the Board needs to sign the contract. The Police Chief would supervise the SRO.

Selectman Burrill moved to sign the SRO agreement as written and reviewed by Town Counsel. Seconded by Selectman Crnolic for discussion.

Chairman Foote would like to review Selectman Melvin's numbers before signing. Selectman Burrill is confident with the numbers as written.

Michaels – aye, Burrill – aye, Crnolic – aye. Foote – nay, Melvin – nay.

The motion passed with a 3-2 vote.

C. Spending cap

The Board discussed placing a spending cap of \$500 on all budgets.

Selectman Burrill moved to begin a spending freeze November 3, 2021, capped at \$500.00. If an emergency comes up, the Chairman can approve the expenditure. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

D. Station 2

Fire Captain Robert Zalenski addressed the Board. The exterior lights are no longer working at Station 2. The estimate to replace them is \$905.00.

Town Administrator Wrigley stated that the Town does not own the building.

Chief Alcadinho stated that if you are going to fix the lights, then maybe fix the fire alarm.

Selectman Melvin moved to authorize repairs to the exterior lighting at Station 2 provided the owner of the building gives written permission. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

E. Manifest

Selectman Melvin moved to sign vendor manifest dated November 2, 2021, in the amount of \$819,740.84 of which \$749,313.00 goes towards the November Sanborn Regional School District payment. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated November 2, 2021, in the amount of \$5,975.04. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Melvin moved to sign payroll manifest pay period October 10 – 21, 2021, with a pay date of October 28, 2021. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

F. Appointments

Selectman Melvin moved to sign appointment for Lorene Melvin to the Conservation Commission for a term of 3-years. Term to expire April 30, 2024. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

G. Veterans Tax Credit

Selectman Melvin moved to sign Veterans Tax Credit for tax map 17-2-18-2 beginning tax year 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

H. Thank you letters

Selectman Melvin moved to sign thank you letters to Charles R. Melvin Jr., David Bouchard, and James Ryan for donation of services with the installation of signage at the Fire Station. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

I. Town Administrator Wrigley

Town Administrator Wrigley addressed the Board. She read the following statement:

I would like to address the Board of Selectmen and the townspeople to clarify Selectman Melvin's statement that he read at the October 19, 2021, Selectmen's Meeting regarding the October 5, 2021 minutes prepared by me (Nancy J. Wrigley, TA) where he said:

"Selectman Melvin does not have a town laptop. So in the minutes it reflects, I believe that Selectman Melvin personally responded back to "Concerned Citizen". That is a complete lie. TA Nancy wrote the minutes, she knows".

Nancy J. Wrigley, Town Administrator - I typed this portion of the minutes "verbatim" as it was said. Also, when Selectman Melvin told me what to write in the response back to "concerned citizen", I asked him if that should be a Board decision? He immediately said: "you dropped this in my lap and if you don't want to do it, don't ever come to me again for help".

In closing, I DON'T LIE and I take offense to Selectman Melvin's statement.

I want this entered into the minutes tonight.

Selectman Melvin disagrees with her statement.

IV. Announcements

Selectman Burrill announced that there will be a ceremony at the Fire/Rescue Station beginning at 10:30am on November 11 to honor all Veterans.

Secretary Morin announced that the Cable Committee is accepting photos of Veterans to add to the video tribute. Photos should be sent to Cable@NewtonNH.net.

Chief Alcadinho announced that on November 13 the Fire Department will be holding a live burn on North Main Street with surrounding towns.

V. Approval of Minutes

Selectman Burrill moved to accept the non-public and public meeting minutes dated October 19, 2021, as written. Seconded by Selectman Crnolic. Foote – aye, Michaels – aye, Burrill – aye, Crnolic – aye. Melvin abstained stating the following "Because I feel like it".

VI. Adjourn

Selectman Crnolic moved to adjourn at 8:55pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary