



**Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 Option 5 Fax 382-9140**

www.newton-nh.gov

**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, NOVEMBER 16, 2021
TIME: 5:30PM**

**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 5:30pm. 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 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. She joined the public meeting at 7:13pm.

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

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

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

Selectman Michaels joined the meeting at 5:42pm.

Selectman Crnolic moved to close the non-public session at 6:30pm. Seconded by Selectman Foote. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Crnolic moved to go into non-public session at 6:30pm 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 7:00pm. 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 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. Foote – aye, Melvin – aye, Burrill – aye, Crnolic -- aye.

Selectman Burrill moved to seal the November 9, 2021, non-public session minutes under RSA 91-A:3 II (a), (b) & (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 Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

B. 2022 Proposed Budgets

a. Assessor budget & Contract

Ms. Andrea Lewy, the Town Assessor, addressed the Board. She stated that the contract is the same as in previous years with one change. She has added Ms. Christina Murdough to the contract as her back up.

Selectman Melvin asked if Ms. Murdough would be pay an additional fee should Ms. Lewy not be here. Ms. Lewy stated that Ms. Murdough would be paid as part of the contract.

Ms. Lewy went on to explain the cost of her contract. There are 2 options she is proposing. The first does not include a data validation. The contract would be \$30,000.00. The second option is to have her do a data validation. The contract would be for \$45,000.00.

Selectman Crnolic moved to sign the 2022 contract for General Assessing and Data Validation for \$45,000.00. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Crnolic moved to include the 2022 proposed Assessor budget into the 2022 Town Budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

b. Police Department

Selectman Burrill moved to include the 2022 proposed Police Department budget into the 2022 Town Budget. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

C. Update – School Resource Officer

Selectman Crnolic announced that the Board has made an offer for a School Resource Officer (SRO) and are waiting for a completed background check. The new SRO will be stationed at the Memorial School.

D. EOC Update

Ms. Trisha McCarthy addressed the Board. She stated that she reached out to municipal law and was informed that no special account is needed for the ARPA funds the Town receives. The auditors also agree with this.

She stated that the Town will be receiving a reimbursement FEMA grant in the amount of \$55,958.40.

She stated that the EMD is applying for another grant for the purchase of safety and emergency equipment for Police and Fire. The amount of the grant is for \$50,000.00 with a 10% match the Town would need to pay. It has been recommended that these funds be used prior to using ARPA funds.

Selectman Foote asked where the 10% match would come from. Ms. McCarthy stated that she will be speaking with both Chiefs to discuss their needs. Then we can figure out where the match funds will come from.

E. 2022 Proposed Budgets

a. General Government Buildings

The Board reviewed the 2022 proposed General Government Buildings budget. The budget was increased by \$5,562.00.

Selectman Burrill asked if department heads submitted their building needs. Town Administrator Wrigley stated that she received the requests, and that Secretary Morin created a spreadsheet with the requests. These requests are not included in the proposed budget.

Bookkeeper Kim Hughes addressed the Board. She stated that what is included in the budget are the maintenance, security, and general upkeep for all the town buildings. She stated that some of the costs have gone up and those are factored into the proposed budget. For the improvements, only minor ones were included. Any major improvements would be up to the Board to decide which would be included in the General Government Building proposed budget. She also stated that these large items could come from the Town Building Capital Reserve Fund or other fund.

Chairman Foote asked if the fire pump maintenance was included in the maintenance schedule. Secretary Morin stated that it was not because she did not have any information on it. Selectman Melvin will ask Chief Alcadinho to reach out to Carter Sprinkler System about a maintenance schedule for the fire pump.

Selectman Melvin moved to include the 2022 proposed General Government Building Budget into the 2022 Town Budget. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

b. Other – Insurance, Personnel Administration

Bookkeeper Hughes reviewed the 2022 proposed Personnel Administration budget. The largest increase is in the NH Retirement which increased \$46,228.00.

Selectman Crnolic moved to include the 2022 proposed Personnel Administration budget into the 2022 Town Budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Bookkeeper Hughes reviewed the 2022 proposed Insurance Budget. The budget decreased due to a redistribution of funds from Primex. Those funds will go towards the 2022 property liability line item.

Selectman Crnolic moved to include the 2022 proposed Insurance Budget into the 2022 Town Budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

c. Executive

Town Administrator Wrigley reviewed the 2022 proposed Executive Budget. She stated the increase is due to salaries increases.

Selectman Crnolic moved to include the 2022 proposed Executive Budget into the 2022 Town Budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

F. Update – Facility Maintenance job description – Tabled

G. Review – RMON IT Service Proposal

Selectman Burrill asked if this was the only response received. Secretary Morin stated yes. He stated that the vendor has been with the Town for several years. Secretary Morin stated that RMON is offering the same rate for 3-years. The contract will expire on December 31, 2021. Bookkeeper Hughes stated that the contract will automatically renew.

Selectman Burrill would like to re-post the RFP on the Town's website to see if more bids will be sent in. The date to submit a sealed bid would be December 6, 2021. The Board will review the bids on December 7, 2021.

Selectman Burrill moved to re-post the RFP IT Service on the Town's website until December 6, 2021. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

H. Review contract for MS-4 compliance – KV Partners

Selectman Crnolic moved to authorize the Chairman to sign the contract with KV Partners to keep the Town in compliance with the MS-4. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

I. Review quote – Identify Pest Control

Secretary Morin stated that a vendor came in asking to bring quotes for pest control for Town buildings to the Board. He provided the quotes, and she did a cost comparison with the current vendor. The cost was \$264 more than the current rate.

The Board thanked the vendor but will remain with the current vendor.

J. 2022 Snowplow rates

Bookkeeper Hughes reviewed the 2022 snowplow rates that was proposed by the Road Agent. She stated that the increases have been included in the 2022 proposed Highway Budget.

Selectman Crnolic asked the difference between with and without worker's compensation. Bookkeeper Hughes explained that if a plow driver does not have workers compensation, the Town pays for it. If the driver does have workers compensation, then they receive an additional amount per hour.

Selectman Crnolic moved to accept the 2022 Snowplow Rates. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

K. Intent to cut – Tax map 9-3-4

Town Administrator Wrigley stated that the logger is intending to cut the location soon. No logging has taken place.

Selectman Crnolic moved to sign the intent to cut for tax map 9-3-4. Seconded by Selectman Melvin for discussion.

Mrs. Trisha McCarthy asked to have the physical address on the agenda as well as the tax map.

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

L. Memo to Treasurer – Release of road bond

Chairman Foote read the memo to the Treasurer instructing her to release the road bond for 78 Wilder's Grove in the amount of \$5,000.00 plus interest to Boraczek Septic and Design Inc.

Selectman Melvin moved to authorize Secretary Morin to send a memo to the Treasurer instructing the release of the \$5,000.00 road bond for 78 Wilders Grove and any interest that has accumulated to Boraczek Septic and Design Inc. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

III. Other Business

A. Manifest

Selectman Burrill moved to sign vendor manifest dated November 16, 2021, in the amount of \$62,845.30. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Burrill moved to sign Cable Revolving Fund vendor manifest dated November 16, 2021, in the amount of \$240.02. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Burrill moved to sign Hazardous Incident Revolving Fund vendor manifest dated November 16, 2021, in the amount of \$246.57. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye

Selectman Burrill moved to sign Police Special Details Revolving Fund vendor manifest dated November 16, 2021, in the amount of \$1,403.32. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Burrill moved to sign Transfer Station Recycling Revolving Fund vendor manifest dated November 16, 2021, in the amount of \$24,322.89 for the 2021 Hazardous Waste Day held on October 2, 2021. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye

Selectman Burrill moved to sign payroll manifest pay period October 24 – November 6, 2021, with a pay date of November 11, 2021. Note: there was no ARPA payroll. Seconded by Selectman Crnolic for discussion.

Chairman Foote asked Mrs. McCarthy if there were no ARPA administrative cost for this pay period. Mrs. McCarthy stated that was correct.

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

B. Veterans Tax Credit

Selectman Burrill moved to sign Veteran's tax credit for tax map 16-5-22-2 beginning tax year 2022. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

C. Requisitions

Selectman Burrill moved to sign requisition #2585 in the amount of \$2,105.00 for intake valve on Engine 1. Funds to come from the 2021 Fire Department budget line item Equipment Purchase. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

IV. Approval of Minutes

Selectman Melvin moved to accept the non-public and public meeting minutes dated November 2 and 9, 2021 as written. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

Selectman Michaels moved to accept the public hearing meeting minutes dated November 9, 2021, as written. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic -- aye.

V. Adjourn

Selectman Crnolic moved to adjourn at 7:57pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary