



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, DECEMBER 1, 2021
TIME: 6:00PM**

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

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

Selectman Kathryn Michaels was excused this evening.

II. Scheduled Business

A. Set 2021 Tax Rate

Town Administrator Wrigley reviewed the proposed 2021 tax rate which was set by DRA to \$20.90 per \$1000.00 of assessed value. The proposal includes putting \$20,000.00 from the fund balance into the overlay to cover and offset the tax abatements.

Selectman Burrill stated that most of the 2022 proposed budgets have increases in them. The increases are to cover expenses which have gone up and to cover payroll increases.

Bookkeeper Kim Hughes addressed the Board and informed them that if all the bills were to be paid, the balance would be short \$55,000.00. This is due to the lateness of the State not providing the utility values to set the tax rate. Normally the rate is set before now and bills would have already been sent out. That is not the case this year.

Selectmen Burrill moved to adopt the 2021 tax rate of \$20.90 per \$1000. Seconded by Selectman Crnolic with a unanimous vote.

Town Administrator Wrigley informed the Board that they will need to sign the tax warrant once DRA certifies the rate. They agreed to stop by and sign the tax warrant when it is ready. This will allow the Tax Collector to send out the tax bills.

III. Other Business

A. Manifest

Selectman Melvin moved to sign vendor manifest dated November 30, 2021, in the amount of \$415,532.68 of which \$375,000.00 goes towards the December Sanborn Regional School District. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated November 30, 2021, in the amount of \$1,112.15. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

Selectman Melvin moved to sign payroll manifest pay period November 7 – 20, 2021, with a pay date of November 24, 2021, which includes \$1,087.07 for administrative payroll for ARPA. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

B. Administrative Assistant for Fire Department

Selectman Burrill moved to post for the Administrative Assistant position for the Fire Department as soon as possible. Seconded for discussion by Selectman Crnolic.

Selectman Melvin asked who will provide the job description. Selectman Burrill stated that the Board previously directed Chief Alcadinho to provide the job description.

The motion passed with a unanimous vote.

C. Review of budgets

Bookkeeper Hughes asked the Board if they will be asking for updated budgets for those departments, boards, commissions, and committees that have payroll increases. The Board agreed that updated budgets to account for payroll increases are needed. Bookkeeper Hughes will send an email to all departments, boards, commissions, and committees to review their 2022 proposed budgets and adjust if needed for payroll increases.

IV. Adjourn

Selectman Crnolic moved to adjourn at 6:13pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary