



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN  
DATE: TUESDAY, DECEMBER 7, 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, Town Administrator Nancy J. Wrigley, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was audio and video taped; the public meeting minutes and a portion of the non-public session minutes were transcribed and typed by Secretary Morin. A portion of 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.

Selectman Edvin Crnolic was excused this evening.

**Nonpublic Session under RSA 91-A:3 II (c) – Reputation**

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

**Selectman Burrill moved to close the non-public session at 7:20pm. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**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 (c) – Reputation and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply except to provide to the bookkeeper changes in salaries. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Burrill – aye.**

**B. Town Clerk**

**a. Fireproof file cabinet**

Secretary Morin stated that the Town Clerk brought this matter before them at a previous meeting. The Board asked that she come back towards the end of the year with the request. Secretary Morin informed the Board that there are funds in the Town Clerk's 2021 budget to pay for the fireproof file cabinet. The cabinet is used to store the Town's old vital records that are not available electronically. The Board

requested that the Town Clerk order the fireproof fire cabinet by December 16, 2021, so the funds can be encumbered if needed.

**b. Contract renewal – Yearly contract for property searches**

Secretary Morin stated that this contract is for the company that does title searches for the Town Clerk's office.

**Selectman Melvin moved to sign the 2022 contract with Sanders Searches. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Burrill – aye.**

Selectman Michaels rejoined the meeting at 7:20pm.

**C. 2022 Proposed Budget**

**a. Police Department**

Chief Jewett reviewed the increases to the proposed 2022 Police Department Budget. The increases were to ammunition, dues, equipment purchases, IT Support for Power DMS that is used for CALEA, portable radios, salaries, special detail rate to cover Town events, training, travel for CALEA required training, and uniforms. The total increase amounted to \$105,157.36. Most of the increase is for salaries, School Resource Office (SRO), and a new full-time officer.

Chairman Foote asked if the proposed budget does not pass then the 2 officers would not be hired. Selectman Burrill explained that the salary increases that the Board already voted on would be part of the default budget. That would cover the cost of the 2 officers. Also, the SRO is contractual. The Town will receive 2 payments from the School District to cover a portion of the costs for the SRO.

**Selectman Burrill moved to accept the 2021 proposed Police Department Budget into the 2021 Town Budget. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**b. Review General Government budget – building needs**

Secretary Morin stated that the bookkeeper and her have proposals of where the funds could come from to address the needs for the Town buildings.

Selectman Burrill stated that in previous meetings the Board discussed paving the remainder of 8 Merrimac Road now that the major work is done the Board should take up the matter.

**Selectman Burrill moved to include items on the repair/improvements list that have GGB in the first column into the 2022 Proposed General Government Budget. Seconded by Chairman Foote. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

Selectman Michaels asked if there was an estimate for completing the paving at 8 Merrimac Road. Selectman Burrill reviewed what was previously discussed about the paving. Selectman Melvin suggested that the paving that is there should be sealed.

The Board instructed Secretary Morin to reach out to the Road Agent for a cost on paving the areas around the Police and Fire Stations.

Selectman Michaels asked if the list was prioritized. Secretary Morin stated it was.

Selectman Melvin asked why there were no requests from the Transfer Station. Secretary Morin stated that they did not receive any. Selectman Melvin stated that the Transfer Station needs lighting and security cameras.

**c. Payroll, Encumbrances, Vendor bill for 2021 due December**

Secretary Morin asked the Board to remind all department, boards, committees, and commissions that encumbrances will be reviewed by the Board at their December 21<sup>st</sup> meeting. Any requests need to be submitted to the bookkeeper by 4:00pm December 16, 2021.

Selectman Burrill stated that the Board needs to support these deadlines.

Secretary Morin stated that the final payroll period will end on December 18, 2021. Timesheets need to be remitted to the bookkeeper by 11:00am on December 20, 2021.

Secretary Morin stated that the final vendor manifest for 2021 will be processed on December 21, 2021. All bills must be submitted to the bookkeeper by 6:00pm December 20, 2021. Any invoices received after this date will be applied to the 2022 budget.

**D. COLA warrant article**

Selectman Burrill stated that the initial discussion should take place in a non-public session because compensation of employees would be discussed. It will be added to the December 21, 2021, non-public agenda.

**E. Update – Facility Maintenance job description**

Town Administrator Wrigley stated that we still do not have a part-time custodian. Selectman Burrill suggested that Town Administrator Wrigley reach out to a new hire to see they would be interested in the position.

**F. EOC Update**

Emergency Management Deputy Director (EMDD) Tricia McCarthy updated the Board via Zoom.

She stated that the number of cases of COVID-19 is on the rise. There will be a vaccine clinic on December 18, 2021, between 9:00am to 1:00pm at Packer Meadows. No registration is required. Residents of Packer Meadows will be given priority. Shots and booster shots will be available.

She stated that the Town received payments from FEMA, 11/17/2021, in the amount of \$38,077.50 for reimbursed overtime payroll expenses between 11/21/ 2020 – 2/20/2021 and for the message board use between 11/1/2020 – 3/13/2021. And that the message board monies, \$37,027.20 were deposited into the Emergency Operating Center Capital Reserve Fund.

The Town received payment from FEMA, 12/01/2021, in the amount of \$55,958.40 for the message board use between 3/14/2021 – 9/30/2021. The money is currently in the main operating account. The bookkeeper is asking the Board to decide which fund the money should be deposited into.

EMDD McCarthy explained that the funds should be deposited in the Emergency Operating Capital Reserve Fund. The funds are used to pay people during an emergency. She recounted an issue during an emergency where there were no funds to pay people that assisted in the emergency. This fund will cover related expenses due to an emergency.

She reminded everyone that on December 8, 2021, there will be a Seabrook drill at the fire station.

Selectman Burrill stated that he had a hard time getting an appointment for a booster shot.

Chairman Foote stated that he notified the State to increase the number of vaccines to 50-100 for the clinic on December 18.

EMDD McCarthy stated that the funds can be used for COVID-19 related expenses. Town Administrator Wrigley asked if all the funds need to be in the Emergency Operating Center fund. Chairman Foote and EMDD McCarthy stated that it does need to be in a specific account and that the Board can draw upon if needed for COVID-19 or any emergency related expenses.

The Board discussed it further and asked EMDD McCarthy to reach out to the bookkeeper for the exact motion she is looking for to have the funds move to the Emergency Operating Center Capital Reserve Fund. The Board will then make the motion at their December 21, 2021, meeting.

**G. Review sealed bids for IT Support**

The Board opened the one sealed bid that was received. Secretary Morin reminded the Board that they have a bid from the previous bidding process. The new bid is from Nerds to Go. The proposed plan has a monthly cost of \$5,120.00.

**Selectman Burrill moved to accept the previous bid from RMON for a 3-year term to provide IT Services. Seconded by Selectman Michaels for discussion.**

Secretary Morin stated that there is an escape clause should the Board decide to cancel the contract. Selectman Michaels and Burrill asked what the monthly cost proposed by RMON is. Chairman Foote stated the cost is \$4,863.00 per month.

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

Selectman Burrill suggested that a schedule be put in place of when contracts are due.

**H. Review 2022 Selectmen's meeting schedule**

The Board reviewed the proposed schedule.

**Selectman Burrill moved to accept as written the 2022 Selectmen's meeting schedule. Seconded by Selectman Melvin. Foote –aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**I. Review draft modification to groundwater management zone**

Town Administrator Wrigley stated that the proposal will expand the groundwater management zone for the Transfer Station. There will be an increase cost to manage the expanded zone. The proposal will include a residential home on Brookside Lane. The Board will review the proposal on their own and will discuss it at their next meeting.

**J. Dragon Mosquito permit application**

Town Administrator Wrigley explained that this is the yearly permit that Dragon Mosquito applies for on behalf of the Town to spray pesticides from the State.

**Selectman Michaels moved to authorize the Chairman to sign the permit application. Seconded by Selectman Melvin. Foote –aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**K. Town Polices**

**a. New Retention Policy**

Town Administrator Wrigley stated that Secretary Morin drafted the policy for the Board to review. Selectman Burrill suggested to rename it to Record Retention Policy.

**Selectman Burrill moved to change the name from Retention Policy to Record Retention Policy and to accept as written the Record Retention Policy. Seconded by Selectman Melvin. Foote –aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**b. Review Personnel Policy**

Secretary Morin stated that the Board had this on the agenda to discuss changing the personnel holiday pay policy for part-time employees. Some employees are not paid the holidays because they do not meet the criteria set forth in the Personnel Policy.

Selectman Burrill stated that he believes that the Policy Sub-Committee was going to address this. The sub-committee has not met.

Chairman Foote stated that employees at the Transfer Station lost several days of pay because some holidays fell on the day that the Transfer Station is normally open.

Selectman Burrill stated that in the Personnel Policy it states that an employee must work a minimum of 25 hours per week to qualify for part-time benefits.

Chairman Foote stated that other departments have more flexibility to have employees come in on a different day than the Transfer Station does.

Selectman Burrill stated that the policy would need to be changed as it would affect all employees.

Town Administrator Wrigley stated that any change could affect other departments not just the Transfer Station.

The Board discussed what a new threshold would be in order to pay the employees for holidays and who would be paid. It was suggested by Chairman Foote, that if an employee is scheduled to work on Thursday and that day happens to be a holiday, that employee would be paid for the holiday. If the employee is not scheduled to work, then they would not be paid for the holiday.

Secretary Morin suggested a new policy for just those part-time employees that do not qualify for holiday pay. The Board asked the sub-committee to work on amending the personnel policy.

**L. 2021 Town Report cover and dedication**

The Board discussed in a non-public session but in order for the recipients to be surprised it will not be disclosed until the 2021 Town Report is released.

**M. Resignation – Kim Lowther JLMC Secretary**

Selectman Melvin read the resignation letter from Kim Lowther

**Selectman Burrill moved to accept with thanks, the resignation letter from Kim Lowther as the JLMC Secretary. Seconded by Selectman Melvin. Foote –aye, Melvin – aye, Michaels – aye, Burrill – aye.**

**N. Continue – Personnel Policy**

EMDD McCarthy addressed the Board and stated that there should be a personnel policy that includes how the Town is will pay an employee that contracts COVID while at work. She stated that she could provide the sub-committee with examples of what could be used.

She stated that when a new custodian is hired, they should keep track of the hours worked to disinfect town buildings because of COVID. FEMA will reimburse 75% of those hours used to disinfect the buildings.

**III. Other Business**

**A. Selectman Melvin**

Selectman Melvin announced that the Fire Chief applied for a \$350,000.00 grant for a new ambulance. The Chief also applied for a grant between \$275,000 - \$325,000.00 for new radios. There are 5 other towns taking part in the grant. The Town would need \$15,000 for a grant match. The EOC has applied for a grant for a power stretcher for the ambulance. Chairman Foote stated that the EOC has not started the grant application for the power stretcher yet. The grant for the forestry in the amount of \$1,500 was received. Another grant in the amount of \$8,500 for a thermal imaging camera was received. The camera has already been purchased.

**B. Manifest**

Selectman Melvin moved to sign vendor manifest dated December 7, 2021, in the amount of \$625,747.16 of which \$524,189.00 goes towards the yearly Rockingham County tax payment. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated December 7, 2021, in the amount of \$5,706.73. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.

Selectman Melvin moved to sign Highway Construction Revolving Fund vendor manifest dated December 7, 2021, in the amount of \$62,811.02. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.

Selectman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated December 7, 2021, in the amount of \$645.39. Seconded by Selectman xxx. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.

Selectman Melvin moved to sign payroll manifest pay period November 21 – December 4, 2021, with a pay date of December 9, 2021, which includes \$493.29 towards ARPA administrative costs. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.

**IV. Approval of Minutes**

Chairman Foote moved to accept the non-public and public meeting minutes dated November 16, 2021, as written. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.

Chairman Foote moved to accept the public meeting minutes dated November 18, and December 1, 2021, as written. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.

**V. Adjourn**

Chairman Foote moved to adjourn at 8:34pm. Seconded by Selectman Michaels.

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary