



**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, FEBRUARY 1, 2022
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.

Nonpublic Session under RSA 91-A:3 II (a) – Compensation, (b) – Hiring new employee, (c) – Reputation, (I) – Legal Advice

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

Selectman Edvin Crnolic joined the meeting at 5:45pm.

Selectman Michaels joined the meeting at 5:47pm.

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

Selectman Foote moved to go into non-public session under RSA 91-A: 3 II (b) Hiring Public Employee at 6:30pm. Seconded by Selectman Burrill with a roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill moved to close the non-public session at 6:37pm. Seconded by Selectman Melvin with a roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Foote moved to go into non-public session under RSA 91-A: 3 II (c) Reputation at 6:37pm. Seconded by Selectman Burrill with a roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Crnolic moved to close the non-public session at 6:47pm. Seconded by Selectman Melvin with a roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Foote moved to go into non-public session under RSA 91-A: 3 II (I) Legal Advice at 6:47pm. Seconded by Selectman Melvin with a roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Crnolic moved to close the non-public session at 6:58pm. Seconded by Selectman Melvin with a roll call vote: Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – 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 (a),(b, (c), and (I)) 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 the information needed by the Bookkeeper. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Burrill – aye, Crnolic – aye.

B. Safety Complex Water quality issues – Representative from Advanced Radon and Water Treatment

Mr. Robin Gelinas from Advanced Radon and Water Treatment addressed the Board. He reviewed the water quality issues at the fire and police stations. The fire station water pressure is too low to wash the trucks. The apparatus vehicles are washed at all different times which can cause an issue if the water softener is performing its backwashing cycle. The hardness of the water leaves spots and can cause a chalky build up in the plumbing. There is arsenic which makes the water not drinkable. The smell in the water is caused by hydrogen sulfide gas which causes corrosion. The current system that is installed is under sized.

The police station has an old system that is under sized and has the same corrosive hydrogen sulfide.

Mr. Gelinas provided a solution for each station. For the fire station, a twin tank softener, a booster pump to raise the water pressure, and an oxidizing system to remove the hydrogen sulfide gas. For the police station the water softener would be sized appropriately, and the same oxidizing system would be installed.

Selectman Michaels re-joined the meeting at 7:08pm.

Selectman Melvin asked if the well pump could handle the load? Mr. Gelinas stated there's a constant pump located in the police station that provides the pressure. The booster pump will raise the pressure to the fire station. The well pump is sufficient for both buildings as it provides 10 gallons of water per minute.

Selectman Michaels asked about warranties for the equipment. Mr. Gelinas stated that there is a 5 year warranty on parts for the valve, a 10 year warranty on the tanks and a 1 year warranty on labor and parts from his company. The entire system should be serviced annually.

Selectman Melvin asked if the system is installed will the spotting be gone. Mr. Gelinas stated that is the case and if it does not resolve the issues, the company will adjust the system.

C. EOC Update – Representative from Molekule to speak on air filter systems

Emergency Management Deputy Director (EMDD) Trisha McCarthy introduced the 2 representatives from Molekule, Moore Harris and Haldane King. She provided Mr. Harris with rough measurement of the office spaces that would utilize the air filter units. She explained that these are portable air purifiers and cannot be used to connect an HVAC system. These units would be for the offices that are heated by forced hot water.

Mr. King reviewed how their products work. Their products kill 99.99% of viruses, bacteria, mold, and other toxins where as a HEPA air filter only removes the viruses. The company uses PECO filtering system, which is company specific process, and a HEPA filter along with a carbon filter.

EMDD McCarthy stated that in her research and speaking with State officials and other towns, this is the air purifier system that was recommended because it captures and destroys most viruses.

To ensure the right product is purchased, the company needs accurate measurements for each room.

Chairman Foote asked about the 2 stations. EMDD McCarthy stated that the committee will be looking at ways to filter the air at the stations.

Selectman Michaels asked about mold removing. Mr. King stated that the purifiers remove mold spores from the air. Mr. King stated that the portable units could be used in place of a HVAC system.

Secretary Morin asked where the purifiers can be located. Mr. King stated that best practice is to have it 5 feet off the floor and within 3 feet of the person.

EMDD McCarthy stated that Mr. Harris and she considered utilizing the purifiers in every town building including the 2 stations. The estimated cost would be around \$34,000.00. That is why they are looking at different solution that could utilize the existing HVAC system. If they are unable to find a solution, then using the portable air purifiers will be looked into further.

EMDD McCarthy provided the latest statistics for the number of positive cases in town and school district. There will be another vaccine clinic February 13 from 9am -1pm at the fire station. Anyone who is eligible, including non-residents are welcome. The EOC has a limited amount of test kits but are not the rapid test ones. Contact the EOC for a test kit.

She informed the Board that the US Treasury has expanded the use of the American Rescue Plan Act (ARPA) grant funds to include government services. She asked that department heads let the EOC know prior to purchasing big ticket item/s. They may be able to use the ARPA grant funds to purchase the item/s.

D. Safety Complex Water quality issues – Representative from Epping Well

Mr. Hank DeBoer from Epping Well and Pump addressed the Board. He explained that each building needs to be treated separately. He stated that the systems at the 2 stations are undersized and recommends a twin tank system for each building. They would also add an oxidizer to each building.

Secretary Moring asked if the lack of water pressure at the fire station would be addressed. Mr. DeBoer stated that with the proper system the pressure would be improved.

E. Personnel Policy update – Part-time employee holiday pay

Selectman Michaels reviewed the recommendations she had for the personnel policy regarding part-time employees being paid for holidays. She is recommending the policy be updated to allow the employee to make up the lost hours within a specified time if they choose to. Otherwise, they will not be paid for the holiday. The Board agreed and asked Secretary Morin to update the personnel policy to reflect the option to make up the hours.

EMDD McCarthy asked if there is any policy that handles medical leave due to the pandemic. The Town needs to allow employees that are ill due the pandemic to take the time needed before returning to work. Selectman Michaels stated that this would need to be addressed.

F. Town Buildings

Selectman Burrill asked why a \$400 item was being brought before the Board. Selectman Melvin and Secretary Morin stated that the Fire Chief wanted the funds to come from the trust fund known as the

Town Building Capital Reserve Fund. If he had taken it from his budget, there would be no reason to bring this before the Board.

Chairman Foote asked where the funds for the police station parking lot striping came from. Town Administrator Wrigley stated from the General Government Building budget. She stated that it was on the department's building request spreadsheet that was approved by the Board earlier in the year. The Police Chief filed the proper paperwork and waited until the end of year before having the striping done.

a. FS – Quote to paint lines on apparatus bay floor

Selectman Burrill moved to approve the quote for \$400.00 to paint lines on the apparatus bay floor. Funds to come from the Town Building Capital Reserve Fund. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

b. FS – Quote to install heater in utility room

Selectman Burrill moved to approve the quote for \$532.75 to install a heater in the utility room at the Fire Station. Funds to come from the Town Building Capital Reserve Fund. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

G. FS – Engine 1 quote for repairs

Selectman Melvin explained that the Fire Chief is asking the Board to consider amending the purchase policy to allow repairs or maintenance that are over \$1,500 not to have to come before the Board for approval. His reason is that the time it takes to get approval can take up to 2 weeks. During that time the equipment is out of service.

Selectman Burrill stated that would need to be a policy change to the purchase policy. Town Administrator Wrigley stated that if it's in the department's budget they should not have to come before the Board. Secretary Morin stated that the purchase policy does state that over \$1,500 does need a requisition, quote, and come before the Board for approval of purchases and services.

Selectman Crnolic moved to approve fire department requisition #1001 for \$2189.53 to repair Engine 1. Funds to come from the 2022 Fire Department Repair line budget. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

H. FS – Request to modify pay matrix

Selectman Melvin stated that the Fire Chief would like the password to the pay matrix spreadsheet to make changes to job titles. Selectman Melvin stated that 2 former Selectmen have the password. Town Administrator Wrigley stated that the pay matrix should not be changed by department heads but by the Board. Selectman Burrill stated that the password should be changed to allow access for the Town Administrator, Secretary and Bookkeeper. He also suggested that the Chief print it out and make his change request in red to then be presented to the Board.

Mrs. McCarthy agrees that the Town Administrator and Bookkeeper should have access to modify the pay matrix.

Town Administrator Wrigley stated that previously the Board told both Chiefs that if they were not satisfied with the pay matrix to propose a solution.

Selectman Melvin stated that the Fire Chief is looking to change one of the titles and he is not able to. Selectman Burrill requested the Fire Chief work with the Town Administrator and Bookkeeper on the changes he needs.

I. Review quotes for laptops and network

Secretary Morin explained that the laptops are over 5 years old and are running on borrowed time. The network at in Town Hall and Transfer Station should be upgraded as well. She has noticed that with Zoom the connection can sometimes be unstable. This will also provide better wireless coverage in the main

hall. The other item to be addressed is to extend the warranty on the server at the Town Hall. This server holds the files that are accessed by various departments.

She reviewed the options available to purchase or lease the laptops. She is recommending the 36 month lease for 10 laptops. The network equipment and warranty would be paid outright. All the funds would come from the Cable Revolving Fund.

EMDD McCarthy stated that the network portion might be covered by the ARPA grant fund.

Secretary Morin stated that there is about \$190,000.00 in the Cable Revolving Fund.

Selectman Crnolic moved to approve the quotes AAAQ4913-01, AAAQ4581, and AAAQ4589-04 from RMON for network upgrade, server warranty, laptop accessories, and to enter into a 36 month lease agreement for 10 laptops at a cost of \$3,146.84 paid on an annual basis with HP Financial Services. Funds to come from the Cable Revolving Fund. Seconded by Selectman Melvin for discussion.

EMDD McCarthy asked to have the quote for the network upgrade emailed to her. Secretary Morin will send it to her.

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

J. Review Sales ratio set by DRA

Town Administrator Wrigley stated that the 2021 sales ratio is down to 80.9% due to the home sales being higher than the assessment.

K. IRS Mileage reimbursement rate

Selectman Crnolic moved to amend the employee rate of mileage reimbursement to 58.5 cents per mile effective January 1, 2022. Seconded by Selectman Michaels. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

L. Resignation – Library Trustee

Selectman Burrill moved to accept Amanda Smart resignation as a Library Trustee with thanks and appreciation. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

M. Selectmen's 2021 yearly report

The Board approved the report as written for the 2021 Town Report.

III. Other Business

A. Manifest

Selectman Melvin moved to sign vendor manifest dated February 1, 2022, in the amount of \$803,514.45 of which \$731,037.00 goes towards the February Sanborn Regional School District payment. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated February 1, 2022, in the amount of \$2,046.65. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Melvin moved to sign payroll manifest pay period January 16 – 29, 2022, with a pay date of February 3, 2022. Total payroll is \$52,059.76 which includes \$685.13 for ARPA administrative cost and \$3,325 for ARPA vaccine clinic payroll held on January 16, 2022. Seconded by Selectman Crnolic. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

IV. Approval of Minutes

Selectmen's non-public and public meeting minutes dated January 17, 2022

Selectman Melvin moved to accept the non-public and public meeting minutes dated January 17, 2022, as written. Seconded by Selectman Burrill. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

Selectman Burrill moved to accept the public hearing of the 2022 Budget and Warrant Articles meeting minutes dated January 17, 2022, as written. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye, Crnolic – aye.

V. Announcements

A. Deliberative Session – February 5, 2022, beginning at 9:00am

B. Meet the candidate's night – February 17, 2022, beginning at 6:00pm

C. Town Elections – March 8, 2022

VI. Adjourn

Chairman Foote adjourn the meeting at 8:36pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary