



**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, APRIL 19, 2022

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 Burrill called the meeting to order at 6:00pm. In attendance were Selectmen Matthew A. Burrill; Chairman, Edwin Crnolic; Vice-Chairman, Charles R. Melvin Sr., Robert Marchand Jr. 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 Lawrence Foote was not present.

Selectman Burrill joined the meeting via Zoom due to a health issue.

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

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

Selectman Melvin moved to go into non-public session at 6:55pm under RSA 91-A: 3 II (b) – Hiring New Employees. Seconded by Selectman Marchand. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Selectman Melvin moved to close the non-public session at 6:59pm. Seconded by Selectman Marchand. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

II. Scheduled Business

A. Seal non-public minutes

Chairman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (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 Crnolic. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye

B. Marshall House repairs needed – Ron and Cheryl Saunders

Mrs. Cheryl Saunders addressed the Board as the representative of the Newton Historical Society. She informed the Board of water damage to the kitchen ceiling in the Marshall House Museum. The damage

was caused by a leak in the roof that has since been repaired. The building belongs to the Town, but the contents belong to the Historical Society. There are other issues with the buildings on the site as well.

The Historical Society has been discussing whether it would be in the best interest of the Town to repair the buildings or dispose of the property. The issue for the Society is they would need a place to store the 2 Hayford carriages which were built in Town. One idea was to have the carriages on display in the main hall at the Town Hall for everyone to see.

She stated an insurance claim has been filed with Primex, the town's insurance company. Secretary Morin is scheduled to meet with the insurance adjuster on April 20, 2022.

Selectman Melvin stated an estimate of all the repairs is needed. Once that is known, have a warrant article that would address the cost of repairs. Mrs. Saunders does not think the issues found can wait until next year.

Chairman Burrill stated that the Board needs to come up with a strategy for the property once the cost to repairs is known.

Selectman Marchand asked if there was an overall evaluation of the buildings on site? Mrs. Saunders stated no and asked if the Building Inspector would be able to perform the evaluation of the buildings. Town Administrator Wrigley will contact the Building Inspector to perform an evaluation of the property.

C. ARPA/EOC update

Secretary Morin informed the Board that the ARPA had not update because they are meeting tomorrow.

D. Department Heads – Operations and budgetary concerns

Road Agent Pivero addressed the Board. He reviewed the past 10 years as the Road Agent. He informed the Board that the Highway Department is drastically underfunded. He has worked with the Town Engineer to get an estimate on the cost to repair 11 of the roads in Town. The estimate that the Engineer came up with was \$1.7 million. At the current rate of funding, it will take 14 years to complete. This does not include maintenance of all the other roads. He went on to explain some of the maintenance that needs to be done on roads and the affect of not keeping up with the maintenance.

He is here tonight to express his frustration not being able to do the work as needed. He answers phone calls from residents that are expressing their frustration with the roads, and he has to tell them that there is limited funding.

Selectman Melvin stated that he told Road Agent Pivero that he should increase his budget. Road Agent Pivero agreed with Selectman Melvin and that he will increase his budget provided the Board supports him. Selectman Melvin stated that he would support the increase.

Road Agent Pivero stated that he found out that there are grants available through Emergency Management for infrastructure. The grants would cover 80% of the cost. The Town's portion would be 20%. He informed the Board that a culvert on Wilders Grove has failed and needs to be repaired. He stated that he does not have funds for the MS4 Stormwater Management that is State mandated. There is no line item in the 2022 Highway Department budget to cover the costs associated with the MS4.

He reminded the Board that there is only 1 highway employee which could pose a safety issue for that employee when he must work alone. He does work with the employee when he is available but reminded the Board that he is not a paid Road Agent. The work he does for the Town is done out of gratis.

Road Agent Pivero is recommending the Board look at hiring a grant writer to apply for the grants that are available. Selectman Crnolic asked Road Agent Pivero if he could check with surrounding towns to get names of grant writers they used. Road Agent Pivero will do his best to get some names.

Chairman Burrill stated that we need to provide to the voters the reason for the increases to budgets.

Selectman Marchand reiterated the need to act on getting funding to fix the roads.

E. Request from Sanborn Baseball Softball Association – Greenie Park ball fields

Secretary Morin explained that the Sanborn Baseball Softball Association would like to pay to have the infields weeded and edged at Greenie Park. She reached out to the landscaper for a quote, and he came in at \$4,320.00. She forwarded that information to the Association, and they would like approval to seek out another vendor to perform the work.

Selectman Crnolic moved to approve Sanborn Baseball Softball Association to pay for weeding and edging the ball fields at Greenie Park utilizing a Vendor of their choice at no expense to the Town. The chosen vendor must supply the Town Hall with a certificate of insurance naming the Town as the holder. Seconded by Selectman Melvin for discussion.

Mr. Joe Simone of Quaker Street addressed the Board with his concern about the Show New England Baseball Academy using the fields after the Association pays for the work. He feels the Academy should pay for it. Secretary Morin explained that the Academy is not using the fields and it was the Association that approached the Town to pay for the work.

Chairman Burrill stated that last year the Firefighters Association did the work. Selectman Crnolic stated that it turned out to be more work than first thought, so they are not able to do it again.

The motion passed. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

F. Safety Complex – Estimate for minor landscaping repairs

Secretary Morin explained that the area around the Police Station's generator needs to be weeded and more stones added. The cost from the landscaper would be \$500.00 and the funds would come from the General Government Buildings Fund.

She went on to inform the Board that there are some ruts at the entrance to the Safety Complex that was caused by a vehicle. The cost to repair the damage is \$475.00.

Selectman Crnolic moved to approve \$500.00 to remove the weeds and add stones around the generator that supports the Police Station. Funds to come from the 2022 General Government Buildings budget. Seconded by Selectman Marchand. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Selectman Crnolic moved to approve \$475.00 to fix the ruts caused by a vehicle at the entrance to the Safety Complex. Funds to come from the 2022 General Government Buildings budget. Seconded by Selectman Marchand. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

G. Forest Fire – Warden Services bill for training

Chief Alcadinho stated that the State requires all Deputy Fire Wardens take the training every 2 years. He asked to add Deputy Warden Robert Heusser to the list as he did take the training. Chief Alcadinho will deliver the paperwork for Mr. Heusser tomorrow morning to the Town Hall so the Board can sign the bill.

Selectman Melvin asked Chief Alcadinho if all the listed wardens do shifts at the Fire Station. Chief Alcadinho stated that some of them do regular shifts. He stated that at a previous Board of Selectmen meeting, the Board took a vote that all Deputy Fire Wardens need to be current members of the Fire Department. Selectman Melvin disputed the list that one name on the list was not a member. Chief Alcadinho stated that the Board votes on the appointments and would have to rescind the appointment.

Selectman Crnolic moved to sign Fire Warden training bill in the amount of \$201.46. Seconded by Selectman Marchand, Burrill – aye, Crnolic – aye, Marchand – aye. Melvin – nay.

H. Skateboard Park Fund

Town Administrator Wrigley explained that the funds were improperly allocated to the Skateboard Expendable Trust Fund. The funds should have been deposited into the Main Operating account and then a warrant article be proposed in the subsequent year to move the funds to the Skateboard Expendable Trust Fund.

Chairman Burrill asked who will be keeping track of the funds that are deposited into the Main Operating account? Town Administrator Wrigley stated that she spoke with the Bookkeeper who will keep track of the funds.

Chairman Burrill asked why donations can be placed in the Food Pantry account without a warrant article. Town Administrator Wrigley stated that the Food Pantry account is a revolving fund not an expendable trust fund.

a. Move \$4,515.25 from Skateboard Expendable Trust Fund to Main Operating Account Unrestricted Fund Balance

Selectman Crnolic moved per RSA35:5 to move \$4,515.25 from the Skateboard Expendable Trust Fund to the Main Operating Account Unrestricted Fund Balance. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

b. Donation -- \$615.00 donation towards the reconstruction of the Skateboard Park at Greenie Park

Selectman Crnolic moved RSA 31:95-b to accept \$615 in donations from various donors. Funds to be deposited into the Main Operating Account Unrestricted Fund Balance until such time the voters pass a warrant article to move the funds into the Skateboard Expendable Trust Fund. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Town Administrator Wrigley stated that she reached out to the promoter of the warrant article, Paul Murray to inform him of how the funds are being handled.

I. Review quotes for AC Condenser at Police Station

Selectman Marchand moved to sign requisition 2022-004 in the amount of \$3,800.00 for a new AC condenser to be installed at the Police Station per the quote received from Valenzi Heating and Cooling. Funds to come from the General Government Budget repair item. Seconded by Selectman Crnolic. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

J. Review utilizing Zoom for public meetings

Selectman Marchand explained that at the Planning Board meeting an attendee stated that she would have been at the first public hearing because the way the agenda read asking residents to attend via Zoom.

Selectman Marchand moved to remove the requirement to attend via Zoom. Seconded by Selectman Melvin for discussion.

Selectman Melvin clarified that the public could attend in person or via Zoom.

Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

K. Review – Board of Selectmen 2022 goals

Chairman Burrill reviewed that the Board would come up with goals for themselves for 2022. He suggested that they all attend the Budget Workshop held by NHMA.

Selectman Melvin suggested \$100,000.00 be put into the Building Fund and the funds used for the Police Station. Selectman Marchand would like to see the infrastructure of the town taken care of.

Road Agent Pivero suggested the Board investigate engaging an architect or engineer to review the building for needed repairs prior to spending funds on it. Once the assessment is completed, then create a project that would span several years.

Chairman Burrill stated that one of the goals for the Board would be to complete a strategy for town buildings by the end of 2022.

Road Agent Pivero asked if the Board does not think hiring an architect/engineer to do the review this year? Chairman Burrill stated that what is doable is a proposal to the voters to do the review due to lack of funding. Town Administrator Wrigley stated that there are funds in the Engineering and Renovation -- 8 Merrimac Road Capital Reserve Fund that could be used for this purpose. Chairman Burrill agreed with utilizing those funds.

Chairman Burrill reviewed the 2022 goals thus far as 1) taking the budget workshop 2) developing a strategy for town buildings.

Selectman Crnolic suggest modernizing the town by working with the departments.

Town Administrator Wrigley suggested holding more meetings to discuss these issues and not add them to regularly scheduled meeting nights agenda.

Chairman Burrill suggested that each individual Selectman could take on one the goals and report back to the Board on the progress.

Chief Alcadinho suggested quarterly meetings with the Department Heads and one Selectman.

Mr. Simone suggested a cultural change by reaching out to residents and asking them what they want.

Selectman Marchand suggested to inform the town's people of what is going on and get departments and the Board to attend Old Home Day.

Mr. Simone suggested holding some sort of town meeting for people to be able to talk with the Board in an informal manner.

Chairman Burrill would like a list of goals sent to the Board via email. The Board will then decide which goal a Selectman will have.

III. Other Business

A. Capital Improvement Plan

Chairman Burrill reminded each department, board, commission, and committees to respond to the Master Plan Steering Committee with their recommendations to be included in the Capital Improvement Plan (CIP).

Selectman Marchand would like to add a new Town Hall to the CIP.

B. Manifest

Selectman Crnolic moved to sign vendor manifest dated April 19, 2022, in the amount of \$146,121.83 of which \$915.64 went towards the cost of disinfecting the Fire/Rescue Station after town elections. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Selectman Crnolic moved to sign Cable Revolving Fund vendor manifest dated April 19, 2022, in the amount of \$7,913.68. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Selectman Crnolic moved to sign Police Special Details Revolving Fund vendor manifest dated April 19, 2022, in the amount of \$2,493.71. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Selectman Crnolic moved to sign Inspector Fee Revolving vendor manifest dated April 19, 2022, in the amount of \$200.00. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Selectman Crnolic moved to sign payroll manifest pay period March 27 – April 9, 2022, with a pay date of April 14, 2022. Total payroll is \$71,131.28 which includes \$219.24 ARPA administrative costs. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

C. Appointments

Selectman Crnolic moved to appoint Carolyn Mysyimi-Kamau as an Alternate Library Trustee. Term to expire March 31, 2023. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

D. Chief Jewett

Chief Jewett spoke about the Hayford carriages that are stored on the Marshall property. He asked which members have seen the carriages and Selectman Burrill and Melvin indicated they had. He spoke about the significance of the carriages that are part of the patch the officer's wear. He would like to see if one of the carriages could be moved to the Town Hall so that the public could view it. He suggested the Board approve moving the 2 carriages to the Town Hall to protect them.

Selectman Crnolic moved to move the 2 Hayford carriages from the Marshall property to the Town Hall. Seconded by Selectman Melvin for discussion.

Chairman Burrill would like to see a layout of how they would fit in the Town Hall.

Chief Alcadinho offered to store the carriages at the Junction fire station until a better solution is found. Selectman Melvin asked if there was a leak in the roof. Chief Alcadinho stated that the leak is over the fire truck.

Secretary Morin addressed the Board as the Historical Society' President. She likes both ideas but would recommend moving the carriages to the Junction Station at this time. She reasoned that the carriages would not have to be taken apart to be brought into the station. She would like the time to research what the process would be to disassemble the carriages and if a professional would be needed.

Selectman Crnolic revised his motion to move the 2 Hayford carriages to the Junction Fire Station. Selectman Melvin seconded the amended motion. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

IV. Approval of Minutes

Selectmen's non-public and public meeting minutes dated April 5, 2022

Selectman Crnolic moved to accept the non-public and public meeting minutes dated April 5, 2022, as written. Seconded by Selectman Marchand. Burrill – aye, Crnolic – aye, Marchand – aye. Melvin – nay.

V. Announcements

Chairman Burrill announced Administrative Professional Day is April 27 and Fire Appreciation Day is May 4. Selectman Crnolic announced Police Officer Appreciation Day is May 15.

Selectman Crnolic read Town Administrator Wrigley's letter of resignation. Chairman Burrill thanked her from the Board for all her years of service to the Town. He went on to say although you may not know it, she has done something for you as a resident behind the scenes.

Selectman Crnolic read Secretary Morin's letter of resignation. Chairman Burrill thanked her from the Board for her service to the Town. In the short amount of time, she has been working for the Town, she has made an impact.

Selectman Crnolic thanked both for their service. Selectman Marchand thanked them both for helping to bring him up to speed as a Selectman.

Road Agent Pivero thanked both for their service especially Town Administrator Wrigley for her dedication. He stressed to the Board that they do not want procrastinate filling both positions.

Chairman Burrill moved to accept the letter of resignation dated June 30, 2022, from Nancy Wrigley which was received by the Board of Selectman on April 19, 2022. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Chairman Burrill moved to accept the letter of resignation dated December 31, 2022, from Diane Morin which was received by the Board of Selectman on April 19, 2022. Seconded by Selectman Melvin. Burrill – aye, Crnolic – aye, Melvin – aye, Marchand – aye.

Chairman Burrill would like to schedule a meeting to discuss filling both positions. He suggested Monday, April 25, 2022, in the Selectmen's Office at 6:00pm. The Board will meet then.

VI. Adjourn

Selectman Melvin moved to adjourn at 8:38pm. Seconded by Selectman Crnolic.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary