



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN

DATE: WEDNESDAY, MAY 11, 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 Burrill called the meeting to order at 5:31pm. In attendance were Selectmen Matthew A. Burrill, Chairman, Charles R. Melvin Sr., Robert Marchand Jr, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was videotaped; the public meeting and non-public minutes were transcribed and typed by Secretary Morin.

Selectman Lawrence Foote and Edvin Crnolic were not present.
Town Administrator Nancy Wrigley was excused this evening.

II. Scheduled Business

A. Meeting with MRI's Alan Gould to discuss Town Administrator's recruitment

Chairman Burrill introduced Mr. Alan Gould from Municipal Resources Inc. (MRI) who will be assisting the Town with filling the Town Administrator's position when Nancy Wrigley retires on June 30, 2022.

Mr. Gould addressed the Board and explained what was in the "Assistance" package that the Board chose. MRI will assist the Town with collecting resumes, screening candidates, advertising, and assist the Board with choosing the right candidates. He stated that the job market is very hard and finding qualified candidates to fill positions at this level is difficult.

Mr. Gould informed the Board that the Town of Atkinson recently hired a new Town Administrator for \$105,000.00. He provided other examples of towns and cities that have hired in the same field. All the salaries were over \$100,000.00. He recommends to his clients when advertising to put "salary range to" which would list the top of the range. Candidates will not leave their current position unless they know there is room for growth.

Chairman Burrill asked if MRI could help tailor the current job description to attract candidates. Mr. Gould stated that they would assist. The current job description covers more positions than just the Town Administrator. Nowadays, there are Financial and HR Administrators that would handle specific job related tasks that the Town's current Administrator does. He stated that it will be very hard to find someone with all the skill set that the job description covers. Most candidates are now focused on a specific area of expertise.

Mr. Gould stated that if the salary scale has not been adjusted recently, then it is probably paying below average. Candidates will leave their current position if the salary is more than they are currently making.

MRI will search out candidates that they have in their candidate pool.

Mr. Gould reviewed some of the jobs that the current Town Administrator is handling.

B. Tax Bill Warrant

Selectman Melvin moved to sign the tax bill warrant for the first half of the tax year 2022. Seconded by Selectman Marchand with a unanimous vote.

C. Selectmen's non-public and public meeting minutes dated May 3, 2022

Chairman Burrill moved to accept the public meeting minutes dated May 3, 2022, as written. Seconded by Selectman Marchand with a unanimous vote.

Chairman Burrill moved to accept the nonpublic meeting minutes dated May 3, 2022, as written. Seconded by Selectman Marchand with a unanimous vote.

D. Payroll

Selectman Melvin moved to sign payroll manifest for pay period April 24 – May 8, 2022, with a pay date of May 12, 2022. Total payroll is \$76,839.03 which includes \$931.77 ARPA administrative costs, \$750 March 8, 2022, Election Worker ARPA Stipends, and \$7,457.02 Transfer Station Employee one-time ARPA stipends. Seconded by Selectman Marchand with a unanimous vote.

Secretary Morin confirmed with the Board that the May 17th meeting will begin at 7:30pm with the public portion followed by the non-public session.

Nonpublic Session under RSA 91-A:3 II (b) – Hiring New Employee, (c) – Reputation

Selectman Melvin moved to go into nonpublic under RSA 91-A:3 II (b) – Hiring New Employee at 5:52pm. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye.

Chairman Burrill moved to close the nonpublic session at 6:08pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand -- aye.

Chairman Burrill moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 6:08pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye.

Chairman Burrill moved to close the non-public session at 6:13pm. Seconded by Selectman Melvin. Burrill – aye, Melvin– aye, Marchand -- aye.

Selectman Melvin moved to go into nonpublic under RSA 91-A:3 II (b) – Hiring New Employee 6:13pm. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye.

Selectman Marchand closed the nonpublic session at 6:50pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye.

Chairman Burrill moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 6:50pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye.

Selectman Marchand closed the nonpublic session at 6:55pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye.

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

Selectman Marchand moved to close the nonpublic session at 7:02pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye.

Selectman Melvin moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 7:02pm. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye.

Chairman Burrill moved to close the nonpublic session at 7:06pm. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye.

E. 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 except to provide the needed information to the Bookkeeper and Town Administrator for compensation and hiring purposes. Seconded by Selectman Melvin with a unanimous vote.

III. Adjourn

Selectman Marchand moved to adjourn at 7:07pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary