



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

DATE: TUESDAY, JUNE 21, 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, Charles R. Melvin Sr., Robert K. Marchand Jr, Michael R. Connolly, 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 non-public session minutes and public meeting minutes were transcribed and typed by Secretary Morin.

Selectman Lawrence Foote was not present.

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

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

Selectman Marchand moved to close the non-public session at 6:38pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (a) – Compensation at 6:38pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:41pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Chairman Burrill recessed the meeting at 6:41pm.
Chairman Burrill resume the meeting at 7:42pm.

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 (a) 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 Bookkeeper with the necessary information for payroll. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye Connolly – aye.

Selectman Marchand apologized to Selectman Melvin and the public for his conduct at the June 7, 2022, Board of Selectmen meeting. Selectman Melvin accepted his apology. And all is right with the world again.

B. Reorganization – Board of Selectmen

Chairman Burrill would recommend the Board not re-organizing the Board but to fill the open seats.

Selectman Connolly moved to appoint Selectman Marchand as the vice-chairman. Seconded by Chairman Burrill. Burrill – aye, Marchand – aye, Connolly aye. Melvin – nay.

Selectman Melvin stated that Selectman Marchand does not have enough experience.

Selectman Marchand moved to appoint Selectman Melvin as the Ex-Officio to the Conservation Commission. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to appoint Selectman Melvin as the Fire Department liaison. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to appoint Selectman Connolly as the Police Department liaison. Seconded by Selectman Melvin with a unanimous vote.

C. Mr. Norman – Proposed Conservation Plan – Tax map 12-1-1- Thornell Road

The matter was tabled per Mr. Norman's request. Secretary Morin stated that Mr. Norman did a site walk with the Conservation Commission and the commission needs time to review the proposal.

D. Building Inspector/Code Enforcement Officer – 90 day review of mileage

Building Inspector (BI) Donovan addressed the Board. He provided the Board with his mileage from March 19 – June 18, 2022. Chairman Burrill asked what his averaged mileage was? BI Donovan did not average out the mileage.

BI Donovan provided the Board with a spreadsheet showing the violations he found while driving around town. There was work being done without the necessary permits. The total amount of permits and fines that were issued because he drove around was \$2,860.00.

Chairman Burrill stated that currently BI Donovan is being paid a stipend. He would like to have a flat rate based on an average mileage traveled. He suggested that BI Donovan work with the Bookkeeper to average out the mileage.

Mr. Joe Simone asked if there was a Town policy for mileage reimbursement? Chairman Burrill stated we do.

Mr. Jack Kozec stated that BI Donovan should be paid for the mileage he drives and not average his mileage.

Selectman Marchand stated that by averaging out and paying a flat fee on the average will require less paperwork.

BI Donovan suggested utilizing an old town vehicle. Chairman Burrill recommends he comes up with a proposal.

BI Donovan will work with the Bookkeeper to come up with his average mileage traveled and a flat rate to present to the Board at their next meeting.

E. Road Agent – Highway Department equipment rental

Road Agent (RA) Mike Pivero addressed the Board and stated that 2 meetings ago, he informed the Board that he will need to either increase the rental rates for the equipment the Town uses or put a surcharge on fuel.

He stated that after he left that meeting, Selectman Melvin brought up charging him rent for using 8 Merrimac Road to store equipment. RA Pivero stated that he heats the building and has done improvements to the building out of his own pocket. RA Pivero reminded the Board that if he moves the equipment to his own yard in Atkinson, then the Town would need to send an employee to pick up the equipment to bring on job site. He stated that the Town is only charged when an employee takes a piece of equipment out. If the Board chooses to use a different rental company, they will charge the Town a rental fee for as long as the equipment is out whether or not it is being used. He provided an example of a snowplow truck with a front and wing plow on it. To remove the equipment from the truck is over \$15,000.00. If the Town uses another rental company, they would be charged this amount. He does not charge the Town for this service.

RA Pivero stated that he has never billed the Town when he has been called out for emergencies.

Selectman Melvin moved to have the rental equipment removed. Seconded for discussion by Chairman Burrill for discussion.

Chairman Burrill stated that the system in place now is not broken.

Selectman Marchand stated that RA Pivero was able to help with repairs at the Transfer Station.

The motion failed. Melvin – aye. Burrill – nay, Marchand – nay, Connolly – nay.

TA Wrigley stated that RA Pivero is extremely helpful to all the departments.

RA Pivero asked for clarification on which option the Board wants to take, a fuel surcharge or 15% rental increase. He recommends paying the fuel surcharge because some of the equipment, such as, chainsaws, power brooms, and edgers do not use a lot of fuel.

Selectman Marchand moved to approve to pay a fuel surcharge that will be proposed by the Road Agent and Bookkeeper, to the Road Agent, effective May 17th. Surcharge will be calculated using the base price of fuel as of May 17th and any price difference at the time of fueling. This surcharge will be calculated on a sliding scale moving forward until further notice. Seconded for discussion by Selectman Melvin.

Chairman Burrill asked what the numbers would be. RA Pivero will work with the Bookkeeper to figure out the amount the surcharge would be.

The Board would like to have the numbers before finalizing the amount.

The motion passed.

F. ARPA/EOC update

Emergency Management Director (EMD) Trisha McCarthy addressed the Board. She would like the Board to approve the purchase order for a Stryker-Lucas powered stretcher. On April 17, 2022, the Governor's office approved a grant for \$49,981.00 towards the purchase of the power stretcher. The total cost for the item is \$77,377.50. The remaining cost will come from EMS, ambulance, and equipment funds. There is a possibility that ARPA funds could be used to cover the difference between the grant and the cost of the stretcher.

She explained that this piece of equipment will help prevent back injuries to EMS responders and help to reduce workers compensation claims. The average claim for back injuries amongst EMS responders is about \$18,000.00 per claim.

She needs the Board to sign the purchase order in order to complete the grant. The Town has until the December 31, 2022, to purchase the item.

Chairman Burrill stated that the difference would be about \$27,000.00. EMD McCarthy stated the funds would come from the EMS account and/or the Fire Apparatus and Equipment/Refurbish Capital Reserve Fund.

Chief Alcadinho stated that there is about \$49,000.00 in the Fire Apparatus and Equipment/Refurbish Capital Reserve Fund and approximately \$19,000.00 in the EMS account.

Selectman Marchand moved to authorize the Chairman to sign the purchase order for a Stryker-Lucas powered stretcher in the amount of \$77,377.50 of which \$49,981.00 would come from a grant. Seconded by Selectman Melvin with a unanimous vote.

EMD McCarthy stated that during the ARPA committee meeting, they realized that the Transfer Station and the beach shed need air conditioning units. The committee checked to see if these could be covered by ARPA funds, and they are not eligible for those funds.

Secretary Morin asked if there is room in the beach shed. EMD McCarthy stated that if there's an emergency, they would find the room in the beach shed.

Chairman Burrill asked that the Transfer Station and Lifeguards get quotes for what is needed and bring them to the Board for approval.

Road Agent Pivero asked if the one highway employee could have a break room with an air conditioner as well.

Chairman Burrill stated that the department head should bring to the Board a quote for what is needed.

TA Wrigley asked if the power at the Transfer Station would be able to handle the AC units. Selectman Melvin stated that they are currently using old AC units. Chairman Burrill stated that the department head should include all the necessary accessories to run the AC units.

EMD McCarthy stated that there should be a source of fresh water at the beach. TA Wrigley stated that there was a bubbler down there but was not being used so it was moved to the Transfer Station. EMD McCarthy stated that a small refrigerator could be used in place of a water cooler.

EMD McCarthy stated that the Lifeguard Supervisor is recommending a bull horn be purchased for the lifeguards to use. The Police use one from Pyle and the cost is around \$50.00.

EMD McCarthy handed out a draft request for proposal (RFP) for a radio repeater for the Police, Fire, Highway Departments and Emergency Management for the Board to review. The committee would like the Board's decision by their next meeting to post the RFP.

Chief Alcadinho stated that he drafted the RFP quickly. Once he has the correct format, he will re-do the RFP.

EMD McCarthy stated that the repeater will help with radio coverage within the Town. She stated that there are some dead spots where the radios do not work in Town.

EMD McCarthy stated that Chief Jewett is still working on security cameras. The committee is working on a plot printer for the ZBA and PB.

EMD McCarthy stated that the committee is exploring adding solar panels to the Fire and Police Station roofs. She explained that with net metering, any extra electricity produced can be directed to other town buildings. She stated that the cost for electricity is increasing by 50% in New Hampshire.

Selectman Connolly stated that net metering is tried up, by that he means that extra electricity produced during the summer may not offset the need during the winter. He asked if the committee is looking at other town owned land, EMD McCarthy stated that they are only looking at the safety complex. She emphasized that it is in the beginning stage.

EMD McCarthy stated that she is working with RA Pivero on a grant for \$500,005.00 which will be used to replace the twin culverts on Wilder's Grove Road.

She submitted the last Homeland Security message sign board reimbursement. As of July 1, 2022, no more funds will be distributed. She has submitted the last request for reimbursement in the amount of \$58,792.04.

She stated that she was notified that the second ARPA check will be deposited into the general fund. The amount to be deposited is \$257,955.30 by the end of June 2022. The funds need to be qualified by 2024 and spent by December 31, 2026.

Secretary Morin will add this to the July 19, 2022, public hearing to accept the funds.

Chairman Burrill stated that there should be some requisitions from the Recreation Commission for the lifeguards being submitted. He asked that Mr. Peter Janeliunas work with the Recreation Commission's secretary to get the requisitions to the Town Hall for approval.

Chief Alcadinho stated that the project manager informed him that the roof at the Fire Station was designed to be able to have solar panels installed on it. He stated that a representative from the solar panel company will be on site Thursday should any member of the Board wish to attend.

G. Letter from Kingston Selectboard – Regionalizing Fire Departments

Chief Alcadinho stated that a meeting was held last month for regionalizing some town fire departments. The main reason for the suggestion was that one community was doing a lot of mutual aid for 3 other communities. The town was not one of the 3 communities. If another emergency came in, there was no one to respond.

His only issue with regionalizing was that it should have come from the area Fire Chiefs and not the Kingston Selectmen. He stated that part of the problem is no new candidates are applying to become firefighters and those that are already firefighters are going to communities where the pay is higher. He stated that the Town needs to become more competitive with salaries. Most candidates are looking for fulltime positions with benefits.

The Board requested that Chief Alcadinho supply the Board with a proposed pay matrix showing surrounding pay rates.

Chief Alcadinho stated that the idea to regionalizing fire departments was dismissed.

H. Fire Department – Request to utilize State fueling sites

Tabled per Chairman Burrill. The Board is looking for hard numbers before taking up this matter.

I. Intent to cut – Tax map 3-1-12 New Boston Road

Chairman Burrill stated that there are only 4 reasons the Board can deny the intent to cut. This application was complete, and the Board has no reason not to sign.

Selectman Marchand moved to sign the intent to cut for tax map 3-1-12. Selectman Connolly seconded with a unanimous vote.

J. Update – Commercial Trash Hauling permit fee

Secretary Morin stated that she called area towns to see if they had the same type of service. Nottingham residents can hire a commercial trash hauler to pick up their trash or bring it to the transfer station. The commercial trash haulers take the trash to an offsite facility.

Sandown offers the same service as the Town. They consider it a service to the Town and do not charge a permit fee.

Other towns have curbside pickup.

K. Electricity Supply Aggregation contract renewal

Secretary Morin informed the Board that the electricity supply aggregation contract will end on October 31, 2022. The town joined the aggregate in 2019. Rockingham Planning Commission estimates that the aggregate has saved the Town about \$8,300.00. She asked the Board if they would like to meet with the representative from Constellation, our current provider.

The Board discussed a meeting date and decided on July 11, 2022, beginning at 6:00pm.

Selectman Connolly asked if a representative from the Rockingham Planning Commission could attend the meeting. Secretary Morin will coordinate with RPC and Constellation to meet with the Board on July 11, 2022.

L. Review – Quote for well pump replacement at Greenie Park

Secretary Morin stated that she called 3 vendors for quotes and was only able to get one vendor to provide a quote.

Selectman Marchand asked if both companies are reputable? Chairman Burrill and Secretary Morin stated that they are.

Secretary Morin stated that she spoke with both vendors and the vendor with the lower quote believes he will be able to reuse the pipe and wiring which will save money.

Selectman Marchand recommends that the Board choose the higher bid who is planning to replace the pipe and wiring. Secretary Morin stated that the lower vendor is proposing to re-use the pipe and wiring if it is usable. Otherwise, the quote includes replacing the pipe and wires.

Selectman Melvin moved to accept the quote from McKinney Well and Pump to repair the well pump and any other needed repairs. Amount not to exceed \$8,590.00. Funds to come from the Town Buildings Capital Reserve Fund. Seconded by Selectman Marchand for discussion.

Selectman Marchand would prefer to use the other vendor. Secretary Morin stated that McKinney is doing the same work at a lower cost.

TA Wrigley clarified that the Town Buildings Capital Reserve Fund can be used for Town Building repairs

The motion passed with a unanimous vote.

M. Review – Amended mileage rate reimbursement

Chairman Burrill read a memo from the Bookkeeper asking the Board if they would like to increase the standard mileage rate from \$.585 to \$.625 per mile. The IRS has made a special adjustment for a car, van, pickup, or panel truck beginning July 1 through December 31, 2022.

Selectman Melvin moved to approve the new mileage rate from .0585 cents to .0625 cents per mile effective July 1 through December 31, 2022. Seconded by Selectman Marchand with a unanimous vote.

III. Other Business

A. Manifest

Selectman Marchand moved to sign vendor manifest dated June 21, 2022, in the amount of \$115,826.81 of which \$68,447.50 goes to the annual Fire/Rescue Station bond payment. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to sign Police Special Details Revolving Fund vendor manifest dated June 21, 2022, in the amount of \$4,481.54. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to sign payroll manifest pay period June 5 – 18, 2022, with a pay date of June 21, 2022. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

B. Requisitions

Selectman Marchand moved to sign requisition #FD1040 for a pump valve intake for engine 1 and tanker 4 in the amount of \$3,580.00. Funds to come from the Fire Department 2022 budget. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

IV. Approval of Minutes

Selectmen's non-public and public meeting minutes

Selectman Marchand moved to accept the non-public and public meeting minutes dated June 7, 2022, as written. Seconded by Selectman Connolly. Burrill – aye, Foote – aye, Marchand – aye, Connolly – aye. Melvin – abstained.

Selectman Marchand moved to accept the non-public and public meeting minutes dated June 16, 2022, as written. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

V. Announcements

Chairman Burrill read a proclamation for Nancy J. Wrigley proclaiming June 30, 2022, as her day.

Chairman Burrill moved to proclaim June 30, 2022, as Nancy J. Wrigley day. Seconded by Selectman Melvin with a unanimous vote.

Ms. Wrigley stated that it has been her pleasure to work for the Town and she will miss it.

VI. Adjourn

Selectman Melvin moved to adjourn at 9:12pm. Seconded by Selectman Marchand.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary