



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

DATE: TUESDAY, JULY 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, Robert Marchand Jr, Vice-Chairman, Charles R. Melvin Sr., Michael Connolly, 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. The non-public session minutes were transcribed by Chairman Burrill. The non-public and public minutes

Selectman Lawrence Foote was not present.

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

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (a) – Compensation at 6:01pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:48pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into non-public session at 6:48pm under RSA 91-A:3 II (c) – Reputation. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:49pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Chairman Burrill recessed the public meeting at 7:00pm.
Chairman Burrill call the public meeting back to order at 7:10pm.

II. Scheduled Business

A. Seal non-public minutes

Selectman Connolly moved that the Board just came out of a non-public session under RSA 91-A:3 II (a) - (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 Melvin with a unanimous vote.

B. Comcast – Bryan Christiansen – Broadband Extension Partnership

Mr. Bryan Christiansen, a representative from Comcast, addressed the Board. The company is looking for those residents that do not have access to broadband within the Town. The State has grant funds available for one municipality to extend broadband to those that do not have access to it. The municipality will be chosen by the State. There is another grant that will be available later in the year that will provide what's called the last mile. This grant will be used to extend broadband to locations that do not have it. Comcast is asking for assistance from the Town to identify what areas need broadband service.

Chairman Burrill asked what funding they need from the Town. Mr. Christiansen stated that there is no financial support needed at this time. If there are areas in Town that do not have coverage, please let them know.

Mr. Christiansen stated that there will be a public hearing to take public input on the franchise agreement renewal.

C. Chief Jewett – Drug drop box

Chief Jewett addressed the Board. He stated that the Police participates in the DEA's Take Back Drug Program which is held 4 times a year. The rest of the year, there is no place for residents to drop off unwanted drugs. He is recommending a permanent drug drop box be leased from American RX Group. For \$99.00 per month, they will pick up the drugs, dispose of them and provide the Police with a letter of disposal. The company works with DEA to dispose the drugs. The box will be inside the Police Station and is monitored each time it is used.

He is looking to have the funds taken from the 2022 Police Department Budget for the remainder of this year. He would then like to see this could be added to the Community Services warrant article and not come from his budget.

The Board agreed with Chief Jewett that this would be a valuable service to the Town and will support adding it to the Community Services warrant article. If not, he will add it to the Police budget.

Chief Jewett will enter into a lease agreement with American RX Group.

Chief Jewett stated that currently he has been giving residents specialize bags that they can use to dissolve the drugs.

D. Ridge Road – Paving

Secretary Morin stated that the Road Agent no longer needs to speak to the Board on this matter.

E. Town Clerk – Dog licensing

Town Clerk MaryJo McCullough addressed the Board via Zoom. She informed them that she needs the Board to sign the letter granting her approval to provide the Police with the list of dog owners that have not registered their dogs.

Selectman Connolly moved to sign the warrant in accordance with RSA 466:14, from the Town Clerk to authorize the Animal Control Officer and/or Police Department to issue civil forfeiture notices to owners of unlicensed dogs. Seconded by Selectman Marchand with a unanimous vote.

F. ARPA/EOC Update

Acting Emergency Management Director (EMD) Trisha McCarthy addressed the Board. She attended several calls held by Homeland Security concerning the heat wave hitting the area. She informed the public that if they have a heat related emergency to call the Emergency Operations Center or the Fire Department for help. If warranted the EOC will open to provide a place for resident to cool off.

She stated that only 43.9% residents have been vaccinated against COVID.

She stated that the phones were ringing of the hook when the Seabrook false alarm was sounded on Tuesday. She reminded everyone that if they have questions or concerns, to call the EOC.

The ARPA committee will provide a detailed report at the next meeting for the Board to review.

G. Proposal – New fire department vehicle

Chief Alcadinho addressed the Board. He provided the Board with the lease application proposal. He is recommending the Board accept the option to pay on a yearly basis beginning in July of 2023.

He informed the Board that some of the options needed are on back order. The lease will be paid out of the Fire Department's budget vehicle lease line item.

The Board discussed which lease option to choose.

Selectman Connolly and Marchand asked if the vehicle is complete. Chief Alcadinho stated that it has the standard features of a police vehicle.

Selectman Marchand moved to authorize the chairman to sign the necessary paperwork to enter into a 5-year lease agreement with All American Investment Group LLC for a 2022 Chevrolet Tahoe to replace the 2009 Crown Vic. Payments will be made on a yearly basis in the amount of \$10,750.55. Funds to come from the Fire Department Vehicle Lease line item budget. Seconded by Selectman Melvin for discussion.

Selectman Connolly asked if the crown vic was going to be traded in. Chief Alcadinho stated that the building department will be getting the vehicle.

The motion passed with a unanimous vote.

Selectman Marchand read the following that is required by the lessor:

Approval and Authorization. The Governing Body of the Lessee has determined that the Agreement, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Payment Request Form requesting funds from the Vendor Payable Account, necessary to the consummation of the transaction contemplated by the Agreement.

Determination of Need. The Governing Body of the Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule Number 2, dated July 15, 2022, of the Lease With Option to Purchase Agreement No. TE-2187 dated as of April 27, 2018, between Town of Newton (Lessee) and All American Investment Group, LLC (Lessor).

H. Proposal – Replacement of Town Hall septic system

Secretary Morin explained that she noticed that the grounds are always wet around the leaching field. She reached out to Civil Construction Management for a proposal to fix the issue. The proposal was \$1,500.00 to draw up the plans for the system. It did not include the State application fee or a backhoe to do test pit.

Selectman Marchand asked who would dig the test pit. Secretary Morin stated that there are companies in town that do it.

Mr. Joe Simone asked if any consideration was given to putting in a holding tank.

Selectman Melvin suggested that just the leaching field be replaced. The Health Officer would need to approve this option.

The Board discussed having the system inspected prior to moving forward. Secretary Morin will contact Pete's Septic System to do an inspection.

I. Review – RFP Police Station Feasibility Study

Selectman Marchand stated that on the Mayor and Kennedy proposal they provided a guess estimate of the total cost of the project which is over \$1.7 million. He is suggesting that a new building would be more cost effective and that it would house the Town Hall and Police Department.

Chairman Burrill would like to see the Capital Improvement Plan (CIP) before proceeding with this type of study.

Mrs. McCarthy asked if the proposal includes the second floor. Secretary Morin stated that it is for the entire building.

Chairman Burrill recommends we have a strategy in place before moving forward.

Chief Jewett stated that the Board needs to decide whether to merge the Town Hall and Police Station into one building.

Selectman Marchand stated that during construction, the Police Department would need a temporary location.

The Board decided to wait until the CIP is completed.

J. Per RSA 31:95-b to accept and expend unanticipated funds for the Food Pantry

Selectman Melvin moved per RSA31:95-b to accept and expend unanticipated funds for the Food Pantry from the Memorial School Student Council in the amount of \$140.71. Seconded by Selectman Connolly with a unanimous vote.

III. Other Business

A. Manifest

Selectman Melvin moved to sign vendor manifest dated July 19, 2022, in the amount of \$100,636.81. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Emergency Revolving Fund vendor manifest dated July 19, 2022, in the amount of \$5,621.31. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Inspector Fees Revolving Fund vendor manifest dated July 19, 2022, in the amount of \$14,436.54. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Police Special Details Revolving Fund dated July 19, 2022, in the amount of \$17,753.78. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign payroll manifest pay period July 3- July 16, 2022, with a pay date of July 21, 2022. Total payroll is \$56,799.92 which includes \$805.40 ARPA administrative costs. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

IV. Approval of Minutes

Selectmen's non-public and public meeting minutes.

Selectman Melvin moved to accept the non-public and public meeting minutes dated July 11, 2022, as written. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

V. Announcements

Acting EMD McCarthy stated that if assistance is needed due to the heat, residents can call the Fire Department.

Mr. Joe Simone asked if there was any progress on the records retention. Chairman Burrill stated that June 30, 2022, was the deadline to submit requests. The committee will be meeting soon.

Mr. Simone asked for an update on the technology update. Chairman Burrill stated that he needs to work on the policy update and will share with Selectman Connolly.

Mr. Simone asked about the ongoing investigation concerning a Selectman. Chairman Burrill stated that the Rockingham County Attorney is still investigating.

VI. Adjourn

Selectman Melvin moved to adjourn at 8:10pm. Seconded by Selectman Connolly.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary