



Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, OCTOBER 04, 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 5:30pm. In attendance were Selectmen Matthew A. Burrill, Chairman, Robert Marchand Jr, Vice-Chairman, Charles R. Melvin Sr., Michael Connolly, Mark Andrews, Town Administrator, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was videotaped. A portion of the non-public session minutes were transcribed and typed by Town Administrator Andrews. A portion of the non-public session minutes were transcribed and typed by Secretary Morin. The public meeting minutes were transcribed and typed by Secretary Morin.

Selectman Lawrence Foote was not present.

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

Selectman Melvin moved to go into non-public session at 5:30pm under RSA 91-A: 3 II (a) – Compensation. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Melvin moved to close the non-public session at 5:56pm. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Melvin moved to go into non-public session at 5:56pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

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

II. Scheduled Business

A. Seal non-public minutes

Selectman Marchand 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 and to provide the needed information to Fire Chief Alcaidinho. Seconded by Selectman Connolly with a unanimous vote.

B. Resident concern – Pond St. and Marcoux Rd. paving

Mr. Anthony Levin of Marcoux Road addressed the Board. He stated that the paving job done on Pond Street and Marcoux Road were not done to the specifications the Town Engineer provided under the 2022 Road Evaluations. He asked what happened to the money that would have been used for this project if it was not done according to the specifications. He stated that the road is washing away and that there is flooding of driveways now.

He stated that there is only one way out of Marcoux Road and that is via Pond Street. He stated that when he had to leave his home on Marcoux Road during the paving, he was told he could not leave.

Mr. David Casali of Marcoux Road, stated that he agrees with Mr. Levin on the road conditions. He stated that some areas are 2" thick and other 8" thick. The thick areas that are cracking and ponding at the end of the road. He asked why Marcoux Road was not paved and feels there was money wasted.

Road Agent (RA) Pivero addressed the Board. He stated that the reclamation of the base with a new binder or a shim and overlay were only recommendations from the Town Engineer. He is not a fan of shim and overlay and would prefer to use the reclamation process, but it all comes down to funding.

RA Pivero stated that if the interpretation was to pave all the roads on the 2022 Road Evaluation, it would have cost over 1.7 million dollars which there is no funding for.

He explained that the dirt on the side of the road is for the shoulder which keeps the asphalt in place.

He made the decision to use the shim and overlay method on Marcoux Road so that Country Pond and Wilder's Grove could be paved in conjunction with Kingston. The money saved working with Kingston was used on Marcoux and Pond. He stated that he has almost 40 years of building roads and 15 years as the Town's Road Agent and feels he is qualified to make the decisions on road repairs and the method used. He urged the Selectmen to visit the roads in question for themselves and see if there is a problem.

He addressed the concerns of workers not being courteous to the residents and stated that he spoke to the crew and there were no complaints. He stated Marcoux Road has only one way in and out and is not wide enough to pave it in 2 passes, therefore special equipment was needed so that it could be done in 1 pass: thus, saving time and money. A Police Detail was at the job site, and he did not hear any comments or complaints from the detail.

Mr. Casali stated that the detail was located at the bridge and that he was not able to get to officer because of the paving going on.

Chairman Burrill asked if Heath Street was done as a shim and overlay. RA Pivero stated that the reclamation method was used there.

Chairman Burrill asked how the residents were notified of the paving project. RA Pivero stated that a quick decision was made because there were funds remaining from the County Pond and Wilder's Grove paving project that could be allocated for Pond Street and Marcoux Road. He chose to use those funds for a shim and overlay. RA Pivero pointed out that time was a factor in order to complete the project before winter, and he contends that Marcoux Road is fine.

RA Pivero stated that every 3-years the Town Engineer and himself evaluate the town roads. Then the Town Engineer comes up with a plan for the worst roads. The cost to repair all the roads would be over \$1.7 million to fix all the roads on the list.

Selectman Marchand stated he did a site visit and did not see any of the issues presented.

RA Pivero stated that dirt driveways are not paved. Driveways that are asphalt are merged in with the new road.

Chairman Burrill suggested RA Pivero walk the road with concerned residents. RA Pivero suggested the Selectmen do the walk. Chairman Burrill stated that it takes a certain level of knowledge to know if the road needs repairs. Selectman Connolly stated that he would do a site walk and report back to RA Pivero.

RA Pivero stated that he was informed of a question posted on social media why the paving was not completed. RA Pivero explained that the asphalt needs several weeks to properly cure before heavy vehicles can drive on it. Once the asphalt is cured, they will go back and finish the shoulders along the road.

Mr. Casali is willing to take a walk with RA Pivero and point out what he thinks is wrong with the road. RA Pivero would be willing to walk with him.

Mr. Levin would like to join to join the walk. RA Pivero does not want a lot of people with preconceptions on the walk.

RA Pivero asked Mr. Levin when he tried to contact him. Mr. Levin stated that over the past several years he has reached out to RA Pivero via phone and email and only received one return call from RA Pivero. Mr. Levin stated that he did not keep a log of the calls but will produce emails to support his case.

Selectman Melvin asked if there are cracks in the road, can they be sealed? RA Pivero stated that if that is the case, then there is something else wrong with the road.

RA Pivero stated that Mr. Levin on social media has called RA Pivero corrupt. Mr. Levin stated that RA Pivero rents equipment to the town and that close to \$400,000 the town pays your company. RA Pivero asked for Mr. Levin to provide the proof. Mr. Levin referred to the 2022 Highway Department Budget. RA Pivero stated that is the budget for the entire department. He went on to state that for as long as the town has had a highway department, the Road Agent supplies the equipment to the Town and is compensated for the use of the equipment through rental fees.

Selectman Connolly called for order to the meeting and recommended that the Presenters stay on topic and maintain a level of public decorum at all times.

Mr. Levin asked when the walk will take place and requested a police officer be present.

Chairman Burrill asked that the Town Administrator coordinate with all parties involved a date for the site walk within the next week.

C. Update – Sale of Town owned land on Thornell Road

Chairman Burrill stated that the Town received one sealed bid for the town property on Thornell Road that is land locked. The property was taken failure to pay property tax.

Selectman Marchand moved to accept the terms of the bid offered by Mr. Ryan Norman for Town owned property referenced as Tax Map 12-1-1 and to authorize the chairman to sign the purchase and sales agreement upon recommendation from Town Counsel. All costs associated with this transaction will be paid for by Mr. Ryan Norman. Seconded by Selectman Melvin for discussion.

Ms. Lisa Gonyer and Mrs. Diane Heer, asked what the Selectmen agreed to sell the property for.

Secretary Morin read the terms of the bid.

1. Buyer agrees to convert approximately 10 acres of buyer owned land on Tax Map 12, Lot 4 into conservation land along with the rear portion of Town owned land, Map 12, Lot 1 shown in Exhibit A as part of any subdivision plan.
2. Buyer agrees to create an access easement for the section of walking trail that is located on the portion of the buyer's parcel where this trail is not located inside the new 10 acre conservation area.
3. Buyer agrees not to include the land area of Map 12, Lot 1 in zoning calculations for housing density as part of any subdivision plan of Map 12, Lot 4.
4. In the event of multiple offers, buyer will increase the bid to \$1,000 more than any competing offer, if the Board of Selectman deem the above terms not sufficient to win the bid.

Mr. Norman reviewed the proposed plan. He stated that there will be an easement for the existing trail.

Ms. Gonyer asked for specifics of the sale. The amount being offered is \$5,000.00 plus land that will be designated as conservation land. Chairman Burrill stated that the Town is non-profit and cannot profit from the sale of tax deeded property. If there are any funds remaining after the back taxes and all fees are paid, then the Town will seek out the previous owner to return the extra funds. It will also put the property back on the tax role.

Ms. Gonyer asked how many acres are involved. Mrs. Trisha McCarthy, Conservation Commission Secretary, addressed the Board. She stated that Conservation will gain 10 plus acres.

Selectman Melvin would like to include selective cutting and would not use the uplands for his project in the purchase and sales agreement.

The motion passed with a unanimous vote.

D. Road Agent – Response to Highway Department vehicle

RA Pivero addressed the Board and stated that he has not seen any information on the proposed truck. He is in favor of purchasing equipment, but a plan should be in place before purchasing any heavy duty equipment. He asked why he, as the Road Agent and Highway Department Head, was not consulted about the vehicle. Selectman Melvin stated that he was not aware the RA Pivero was on away when he presented his proposal. He asked Fire Chief Alcainho to get a quote for him.

RA Pivero asked the Board when they knew about the proposal for the vehicle. After some discussion, Chairman Burrill stated the other members were informed at the meeting on September 20, 2022.

Selectman Marchand stated that he sat with RA Pivero, and they worked on the Capital Improvement Plan which included purchasing equipment.

RA Pivero asked Selectman Melvin if he had the numbers to justify purchasing the dump truck. Selectman Melvin provided his numbers. He stated that he took the number of hours the Foreman worked which was 1843 hours and multiple the cost of the truck rental, \$50. He came up with \$92,150 that was paid out in rental fees. He did not have a problem with the heavy duty equipment, such as a backhoe, and paying the rental fees. Selectman Melvin continued and stated that the funds could come from the ARPA funds, a warrant article or the highway block grant the Town received.

Acting Emergency Management Director (AEMD) Trisha McCarthy stated that she has reached out to several Federal and State agencies to see if ARPA could be used to purchase the truck. She is still waiting for a response. She is unsure if the ARPA funds can be used to purchase the truck.

RA Pivero stated that his company billed the Town for a 1-ton truck in 2021 in the amount of \$35,000.00 for 714 hours at \$50 per hour. He stated there are other vehicles that the Town utilizes at a different rate. RA Pivero stated that his company pays for the fuel, maintenance, repairs, and insurance for the vehicles the Town rents. He stated that his company paid \$31,960 in diesel fuel for 2021. RA Pivero recommends that Town start a capital reserve fund that should be started, if that is what the Town decides to do.

RA Pivero stated that the Highway Block Grant should not be used to purchase equipment. Those funds should be used to pave the roads. Selectman Melvin stated that he presented the Board with the option to use those funds to purchase the truck.

Chairman Burrill requested that the information/costs be in a formal document for the Board to review.

Selectman Connolly recommends that the staff be involved with getting the information/numbers together. All the information needs to be presented in professional manner and that there needs to be a business plan.

Selectman Melvin stated that he used numbers that he got from the Bookkeeper to calculate the amount paid by the Town for rental fees for the F350 truck. RA Pivero disputed the numbers.

Mr. Casali asked if there's such a discrepancy in the numbers, maybe have an audit done. Chairman Burrill stated that an audit is done every year.

Mr. Dan Guide of Bartlett Street addressed the Board via Zoom. He recommends that the Road Agent spec out the truck and not a Selectman. The Board agreed with this recommendation.

E. ARPA/EOC Update

AEMD McCarthy addressed the Board with her ARPA update. The ARPA committee will be visiting a security camera company on Friday. She stated that once they have the completed their comparisons of the 2 security camera companies, they will present their findings to the Board. She stated that one estimate they have is \$97,000.00 which would cover all Town buildings and some properties. The Board can then decide which areas they would like to have security cameras installed.

She stated that the requisition #ARPA 2022-018 is for devices that capture and destroy viruses and are not air purifiers. There would be 10 units for the Town Hall and Library.

AEMD McCarthy stated that the committee is still reviewing the Recreation Commission's request to expand the parking area at Greenie Park. They have set aside ARPA funds for this project.

She is still working with the solar company to get a quote. She mentioned that the survey that was done found that the Library electric and fuel bill was very higher than should be. A dehumidifier was malfunctioning and constantly running. The unit has been replaced. An old refrigerator was utilizing a high amount of electricity and has been replaced. The higher cost for fuel was attributed to the windows being opened during the winter so fresh air would be circulating in the building which helped keep viruses at bay.

She expressed her frustration with having to communicate with the US Treasury and other agencies via email and cannot speak to a person because of this she is still waiting for confirmation that the ARPA funds can be used for solar panels.

She stated that the State is not in a state of emergency, but the Federal Government is and for that reason we will still be paid for using the electronic message board. Requisition ARPA 2022-013 for batteries to replace the ones in the message board.

She informed the Board that the EOC had their quarterly meeting for the Seabrook Station emergency response. She was informed that the drill which was held in March received an A+.

She reminded everyone that COVID is still with us and that there are new cases of people testing positive for COVID-19.

The ARPA Committee has spent \$103,537.41 of ARPA funds for vendors. These include sanitizing services and vaccines clinic. In addition, they spent \$83,454 on stipends for police, fire, election workers and transfer station employees. For 2022 payroll, they have expended \$29,050.29 which includes Mr. Foote, herself, and committee members that were doing work for the ARPA Committee. For 2021 payroll, they have expended \$4,579.69. Thus far the total spent is \$220,621.40 out of \$515,400.00.

She stated that the ARPA Committee is working of a wish list and if they were to purchase all the items on the list, it would amount to \$426,045.06. She stated that it will be up to the Board to decide what is purchased. She will send the spreadsheet to Secretary Morin so it can be shared with the Board.

Selectman Melvin asked if the cost for the batteries includes the refund for the old batteries. AEMD McCarthy stated it does not but expects a refund once the old batteries are returned.

Chairman Burrill asked about requisition ARPA 2022-017. Police Chief Jewett addressed the Board and explained that the current 2-way radio is not a base station but a converted cruiser radio. The radio system is used to communicate with Rockingham dispatch and to talk cruiser to cruiser. The radio allows them to communicate with surrounding communities.

The antenna on the building is an analog and has reached end of life. The signal from the antenna does not cover some areas within the Town which creates dead zone and is not producing a full signal that it should.

Because the base station is not centrally located within the Police Station, it makes it difficult to answer the call if not in the same area as the base station. The new system will have handsets located throughout the station so a call can be answered quickly, a new base station instead of a converted cruise radio and a new antenna will provide a stronger signal and better coverage.

If the Police Department needed to leave the Police Station, they could take one of the handsets and use it at another facility provided it is supported on the facility's network.

Selectman Melvin asked if the metal building affects communications. Chief Jewett stated that portable radios are affected within the building. The new system will not have correct that issue. It will correct the issues of answering dispatch calls within the building.

AEMD McCarthy reviewed requisitions ARPA 2022-015 and ARPA 2022-016. She stated that the need for the garage door opener on one of the bays in the Butler Building is so that during elections one of the fire apparatus would not be left outside. The bay doors are heavy and not easily raised and lowered. The ARPA Committee recommends the funds come from town funds and not ARPA funds.

Selectman Melvin stated that the door is opened using a stick and should the stick breaks, it could injure a person. The Board agreed it should be addressed before the next election.

Town Administrator Andrews stated that the requisition states "not to exceed \$1,300". The committee is looking if they can get a lower cost.

Secretary Morin recommends that the funds come from the General Government budget or Town Buildings Capital Reserve Fund.

a. Requisition ARPA 2022-010 Multi-function plotter

Selectman Marchand moved to sign requisition ARPA 2022-010 in the amount of \$7,242.00 for the purchase of a multi-function plotter which includes delivery and installation. Funds to come from the ARPA funds. Seconded by Selectman Melvin with a unanimous vote.

b. Requisition ARPA 2022-012 Septic system design for Transfer Station

Selectman Marchand moved to sign requisition ARPA 2022-012 and authorize Selectman Melvin to sign the quote from SEC & Associates to design the septic system at the Transfer Station in the amount of \$1,750.00. Funds to come from the ARPA funds. Seconded by Selectman Connolly with a unanimous vote.

c. Requisition ARPA 2022-013 Batteries for electronic message board

Selectman Marchand moved to sign requisition ARPA 2022-013 in the amount of \$842.64 for the purchase of 4 replacement batteries for the electronic message board. Funds to come from the ARPA funds. Seconded by Selectman Melvin with a unanimous vote.

d. Requisition ARPA 2022-014 FS cleaning after election

Selectman Marchand moved to sign requisition ARPA 2022-014 in the amount of \$890.64 for cleaning the fire station after the primary elections which were held on September 13, 2022. Funds to come from the ARPA funds. Seconded by Selectman Connolly with a unanimous vote.

e. Requisition ARPA 2022-015 Butler Building electrical work for garage door opener

Selectman xxx moved to sign requisition ARPA 2022-015 in the amount of \$1,300.00 for electrical work in the Butler Building for new commercial garage door opener. Funds to come from the ARPA funds. Seconded by Selectman xxx with a unanimous vote.

f. Requisition ARPA 2022-016 Butler Building install garage door opener

Selectman xxx moved to sign requisition ARPA 2022-016 in the amount of \$1,200.00 for installation of garage door opener in the Butler Building for new commercial garage door opener. Funds to come from the ARPA funds. Seconded by Selectman xxx with a unanimous vote.

g. Requisition ARPA 2022-017 PD public communication system

Selectman Marchand moved to sign requisition ARPA 2022-017 in the amount of \$26,240.28 for Motorola public communications system. Funds to come from the ARPA funds. Seconded by Selectman Connolly with a unanimous vote.

h. Requisition ARPA 2022-019 PD radio base and network equipment

Selectman Marchand moved to sign requisition ARPA 2022-019 in the amount of 10,221.22 for radio base station and network equipment for public communications system. Funds to come from the ARPA funds. Seconded by Selectman Connolly with a unanimous vote.

i. Requisition ARPA 2022-018 TH & Library air purifiers

Selectman Marchand moved to sign requisition ARPA 2022-018 in the amount of \$5,390.55 for air purifiers for the Town Hall and Library. Funds to come from the ARPA funds. Seconded by Selectman Melvin with a unanimous vote.

Chairman Burrill moved to authorize the Trustees of Trust Fund to issue a check in the amount not to exceed \$1,300.00 for electrical work in the Butler Building for new commercial garage door opener. Funds to come from the Town Building Capital Reserve Fund. Seconded by Selectman Connolly with a unanimous vote.

Chairman Burrill moved to authorize the Trustees of Trust Fund to issue a check in the amount of \$1,200.00 for installation of garage door opener in the Butler Building for new commercial garage door opener. Funds to come from the Town Building Capital Reserve Fund. Seconded by Selectman Connolly with a unanimous vote.

F. Chief Alcainho

Fire Chief Alcainho addressed the Board. He stated that he did not spec out a dump truck for the Highway Department. He was asked by Selectman Melvin to inquire if there was a 1-ton dump truck on State bid which is all he did. He reiterated that he did not spec out a truck.

G. 2023 Proposed Budget

a. Cemetery Trustees

Mr. William Landry presented the proposed level funded 2023 Cemetery Trustees' budget.

Selectman Marchand moved to accept as proposed the 2023 Cemetery Trustees Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Melvin with a unanimous vote.

b. Conservation Commission

Mrs. Trisha McCarthy presented the proposed level funded 2023 Conservation Commission budget.

Selectman Marchand moved to accept as proposed the 2023 Conservation Commission Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Melvin with a unanimous vote.

c. Emergency Management

AEMD McCarthy presented the proposed 2023 Emergency Management budget. She stated that we are still in a Federal Emergency and for this reason the salary line item has been increased. Should the funds not be used, they would go back into the general fund. She explained how she reached the salary budget line item.

AEMD McCarthy stated that a warrant article will be proposed to the voters at the Town Meeting held in March to move the funds received for using the electronic message board into the Emergency Management Revolving Fund. Those funds can only be used for an emergency and can be used for supplies, salaries, and other expenses. If we remain in an emergency, those funds could be used to offset the budget.

Selectman Marchand moved to accept as proposed the 2023 Emergency Management Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Melvin with a unanimous vote.

d. Planning Board

Planning Board Administrator Assistance James Doggett presented the proposed 2023 Planning Board budget. He stated that the proposed budget increase is \$1,375.00. He went through some of the items that have changed between 2022 and 2023.

He informed the Board that both the Planning Board and Board of Adjustments have restructured their fees schedules. This was to cover the additional expenses that have been incurred by applicants with more than twenty-five abutter notices that need to go out.

Selectman Connolly asked if the new fee rate will offset the increase in the budget. Mr. Doggett stated that is the intent.

Selectman Marchand moved to accept as proposed the 2023 Planning Board Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Melvin with a unanimous vote.

e. Zoning Board of Adjustment

Mr. Doggett presented the proposed 2023 Zoning Board of Adjustment budget. He explained the increased request is for legal and salaries. The increase in salaries will be used to sort through documents for disposal and retention.

Selectman Marchand moved to accept as proposed the 2023 Zoning Board of Adjustment Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Melvin with a unanimous vote.

f. Welfare Assistance

Selectman Melvin moved to accept as proposed the 2023 General Assistance Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Marchand with a unanimous vote.

g. Recreation Commission

Chairman Burrill presented the proposed 2023 Recreation Commission budget. He explained the increase is to cover mailings and special programs. The increase is \$2,600.00.

Selectman Connolly asked if people could subscribe to receive notifications of upcoming events on the Town's website. Secretary Morin stated that yes people can subscribe to get notifications. She stated that in some cases, people do not have a computer so the mailings would be a way to reach more residents.

Selectman Melvin asked about the repairs line item proposed amount of \$2,000.00 when less than \$300 has been expended. Chairman Burrill stated that they are still invoices that have not been processed.

Selectman Marchand moved to accept as proposed the 2023 Recreation Commission Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Melvin with a unanimous vote.

h. Cable Committee

Secretary Morin presented the proposed 2023 Cable Committee budget. She explained the increase of \$500 is to cover salary increases. The proposed budget will be \$6,700.

Selectman Marchand moved to accept as proposed the 2023 Cable Committee Budget for inclusion in the proposed 2023 Town Operating Budget. Seconded by Selectman Melvin with a unanimous vote.

H. Review GASB 75 proposal from Jefferson Solutions

Selectman Marchand moved to authorize the Chairman to sign the GASB 75 proposal from Jefferson Solutions with an estimated fee of \$2,750.00. Seconded by Selectman Connolly for discussion.

Town Administrator Andrews stated that this standard report is for auditing purposes which is due every 2-years.

The motion passed with a unanimous vote.

I. MS4 – 2022 Storm Water Management Plan

Selectman Marchand moved to accept the 2022 Stormwater Management Plan as written. Seconded by Selectman Melvin for discussion.

Town Administrator Andrews stated that this is the yearly report that is due to the Federal Government to ensure the Town is in compliance. He indicated that this report is part of the Clean Water Act of 1972 and that municipalities must stay in compliance or face potential penalties and other sanctions. Town Administrator Andrews added that he has been working with Mike Vignale, our Town Engineer, and other Staff to complete this report in a timely fashion. He recommended approval by the Board.

The motion passed with a unanimous vote.

III. Other Business

A. Residents Questions

Mr. Joe Simone of Quaker Street asked what the status of the Capital Improvement Plan (CIP) is? Selectman Marchand stated that all the departments, boards, commissions, and committees have reported. The CIP committee is compiling the information. Selectman Marchand is working with Town Administrator Andrews on the further development of the CIP and associated budget updates during the 2023 budget cycle.

Mr. Simone asked when the report will be available so that the warrant articles, if needed, could be placed before the voters. The Board will get an update for the next meeting.

Mr. Simone asked what the status is for the replacement for the Selectmen's Assistant. Town Administrator Andrews stated that the job description was approved by the Board and will be posted shortly.

Ms. Amanda Aiello of Whittier Street asked if the Board has ever considered forming a Budget Committee. This type of committee would be able to do a deep dive.

Secretary Morin stated that the voters would need to approve the formation of a Budget Committee and then we would need residents to run for the committee.

B. Other

Chairman Burrill asked if the Board would like to consider announcing when the Town will have trick or treat. Secretary Morin stated that it is already set for October 31 from 5-8pm.

Chairman Burrill asked the Board if they would like to hold a Veteran' Day Ceremony as previously done at the year. The Board agreed to hold a ceremony and to invite Town Veterans. The event will be held at 8 Merrimac Road on November 11, 2022, at 11am.

Chairman Burrill stated that the Municipal Records Retention Board met on October 3, 2022. He suggested that the Selectmen meet on a Saturday to go through the records. The Board discussed who and when they could meet. Secretary Morin reminded them that if 3 or more Selectmen are there it would be considered a meeting. Chairman Burrill and Selectman Connolly will meet on Friday, October 14, 2022, and Selectmen Melvin and Marchand on Saturday, October 15, 2022.

C. Manifest

Selectman Melvin moved to sign vendor manifest dated October 4, 2022, in the amount of \$60,128.65, of which \$21.95 for supplies to repair Greenie Park snack hut and \$2,250 for cleaning and sanitizing town buildings comes from the ARPA funds. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated October 4, 2022, in the amount of \$5,883.19. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Police Special Details Revolving Fund vendor manifest dated October 4, 2022, in the amount of \$36,333.88. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Inspector Fee Revolving Fund vendor manifest dated October 4, 2022, in the amount of \$13,238.99. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Recreation Revolving Fund vendor manifest dated October 4, 2022, in the amount of \$2,748.00. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign payroll manifest pay period September 11-24, 2022, with a pay date of September 29, 2022. Total payroll is \$77,303.81 which includes \$895.99 ARPA administrative costs. Seconded by Selectman Marchand with a unanimous vote.

D. Veteran's Tax Credit

Selectman Melvin moved to sign veteran tax credit for tax map 8-3-11-43 starting April 1, 2023. Seconded by Selectman Marchand with a unanimous vote.

IV. Approval of Minutes

Selectman Melvin moved to accept the non-public and public meeting minutes dated September 20, 2022, as written. Seconded by Selectman Connolly with a unanimous vote.

Selectman Melvin moved to accept the public hearing meeting minutes dated September 20, 2022, as written. Seconded by Selectman Marchand with a unanimous vote.

V. Adjourn

Selectman Marchand moved to adjourn at 9:30pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary