



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, NOVEMBER 1, 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, Mark Andrew, Town Administrator, 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 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 (c) – Reputation, (a) – Compensation

Selectman Marchand moved to go into non-public session at 6:00pm 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 6:40pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into non-public session at 6:40pm under RSA 91-A: 3 II (a) -- Compensation. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 7:15pm. Seconded by Selectman Connolly. 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/Payroll Administrator with the necessary information for payroll. Seconded by Selectman Melvin with a unanimous vote.

B. ARPA/EOC update

Mr. Joe Simone, ARPA committee representative, addressed the Board. He reminded the public that the ARPA meetings are open to the public. He stated that the committee is still waiting for a quote from another security camera company. Once they have that information, they will present their findings to the Board.

The bio-filters for the Town Hall and Library are on order.

The installation of the garage door opener for a single bay in the Butler Building has been completed.

Police Department equipment has been ordered.

A site walk at Greenie Park was done by Road Agent Pivero. An engineering firm has been contacted to provide details on improving the parking lot.

The engineering for the septic system at the Transfer Station is scheduled for later this month.

They are still waiting for clarification from the company that proposed to upgrade the town's websites.

He reminded the public that COVID, and RSV have not gone away. The EOC advises that any residents needing to do business with the Town Hall do so online if possible.

C. Update – Pond Street and Marcoux Road evaluation

Chairman Burrill informed the public that the Board received the town engineer's report, and it will be attached to the minutes.

Town Administrator (TA) Mark Andrews summarized the report. The Board of Selectmen along with the Town Engineer and one resident walked the roadway on Friday October 14, 2022. It was a thorough review of the new street surface, and the Town Engineer provided his perspective on the recently paved road surfaces and the shoulders of the roads. The engineering report stated that 2 minor issues were found on Pond Street. One was a tree that can hinder the flow of water. The other was the intersection of Marcoux Road and Pond Street. The recommendation was to watch the water buildup closely and then evaluate when to have a culvert installed when the town paves Marcoux Road.

Mr. Anthony Levin addressed the Board via Zoom. He asked when Marcoux Road would be scheduled to be paved. Chairman Burrill stated it will depend on funding and the conditions of roads in need of repairs. Road Agent (RA) Mike Pivero stated that no paving was done at that intersection and that the ponding has been there for several years. He stated that he talked to the homeowner who lives there and confirmed the ponding has always been there. A new culvert and catch basin are needed to resolve the issue. RA Pivero estimates that the cost for a new culvert would be around \$5,500.00.

RA Pivero stated that the culvert on Wilders Grove is first on the priority list.

Mr. Levin expressed concerns about the condition of Marcoux Road. He asked about funding the repairs using money from the unassigned fund balance. Chairman Burrill stated DRA recommends a certain amount be kept in the unassigned fund balance for use in case of emergencies. Selectman Connolly stated that we cannot fix every road that needs repairs, and that priority should be given to the roads that are failing. Selectman Marchand stated that which roads are repaired will depend on the funding that is available.

Selectman Connolly asked RA Pivero to keep an eye on that section of road. RA Pivero stated that they will but informed the Board that there are about 40 other areas in town where ponding takes place.

D. Transfer Station

a. Proposed chute replacement

Transfer Station Manager Pete Gagnon addressed the Board. He is waiting for more information on when the chutes to the compactors can be replaced. The quote provided by the vendor would cost \$14,895.00 to replace both chutes.

Chairman Burrill asked where the funds would come from. TSM Gagnon stated that the company is willing to finance the costs. Once all the information is available the Board will take up the matter again.

b. Petty Cash

TSM Gagnon stated that he would like to have petty cash available so that he can provide change to people paying for bulk items. The Treasurer recommends \$50.00 be kept for such purposes.

Selectman Marchand moved to allow the transfer station to keep \$50.00 in a petty cash account for the purpose of providing customers with change for bulk item fees. Selectman Connolly seconded with a unanimous vote.

Selectman Marchand stated that TSM Gagnon has been working on getting a quote for a new fence around the chutes for the compactors.

E. 2023 Proposed Budgets

a. Tree Warden

RA Pivero stated that the proposed budget is level funded.

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

b. Highway Department

RA Pivero stated that the increases to the highway budget is to cover the increases in materials for paving, salaries and hiring a part-time CDL employee, and sand and salt costs. The proposed 2023 budget increase is 34% over the 2022 budget.

RA Pivero called surrounding towns to see what they are paying for snowplowing and found that Newton is below the average. The town is currently offering \$65.00 per hour for a pickup truck and driver. Surrounding towns are offering \$81.00. For a 1 ton truck the town rate is \$74.00 and other towns are \$96.00. For the larger trucks the town rate is \$86.00 while other towns are \$117.00. He also stated that NH and Mass are offering even more for snowplow drivers.

RA Pivero stated that at a later meeting, the Board and he will need to discuss the snowplow rate for the upcoming year.

Selectman Marchand stated that the price of fuel is one of the reason materials cost more.

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

c. Transfer Station

TSM Gagnon presented his proposed 2023 Transfer Station Budget. The cost of disposal and hauling has increased. He stated that we are saving money on the recycling cost this year. There is one correction to the budget which is hazardous waste. The correct amount should be \$1,500.00.

Chairman Burrill asked what the fund balance for the Transfer Station/Recycling Fund. Secretary Morin stated that as of September 30, 2022, the balance was \$249,650.00. Chairman Burrill stated that the town voted to issue vouchers every year, and due to this action, the fund has not been replenished as in previous years. Selectman Marchand stated the Town is not receiving as much money in recycling as it once did when China was paying for the recycling materials.

Secretary Morin reminded the Board that in 2023, the Town is scheduled to hold a household hazardous waste day.

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

d. Financial Administration

Bookkeeper Kim Hughes reviewed the increases to the propose 2023 Financial Administration Budget. Increases to the budget were for auditing and the GASB 75 valuation that is needed every 2-years. Office supplies line item increased to cover the purchase of checks and envelopes for the Bookkeeper and Treasurer's office. The Treasurer has requested a salary increase for the Deputy Treasurer's position. The last time the salary was increased was in 2013. There were some other minimal increases in some other line items.

Selectman Marchand asked about the telephone line item that was zeroed out. Upon further discussion, the item was never in the 2022 budget and is a new item for 2023.

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

e. Town Assessor

TA Andrews stated the proposed budget is level funded.

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

F. Set 2022 tax rate

TA Andrews reviewed how the tax rate is set. DRA has reviewed the paperwork in order to set the tax rate. The tax rate is \$22.49 per \$1000.00. The breakdown for the tax rate is as follows:

- Town previous year was \$3.53. 2022 rate is \$3.73.
- County previous year was \$0.80. 2022 rate is \$0.90.
- School previous year was \$14.82. 2022 rate is \$16.61
- State education previous year was \$1.75. 2022 rate is \$1.25.

He reviewed two options the Board could take to reduce the tax rate. He pointed out that the Town's portion of \$3.73 represents 16.6% of the new rate while the remaining portion is for county, schools, and State education amounts to 83.4% of the tax burden. Discussion continued and the Board could use funds from the unassigned fund balance and apply it to the Town's portion of the tax rate. Should the Board decide to offset the rate by \$1 per \$1000, the Board would need to take \$652,729.00 from the unassigned fund balance which would leave the balance below the recommended 10% in reserve. The tax rate would then be \$21.49 per \$1000 of which \$2.73 would be the Town's portion of the new rate. To offset the tax rate by \$.50, \$326,365 would need to come from the unassigned fund balance.

As an example, a house valued at \$300,000 would pay approximately \$6,837.00 if the rate is \$22.79. For a rate of \$21.79 the amount is \$6,537 which is a difference of \$300.

TA Andrews stated that the Town still owns over \$1.7 million to the school and county, and that should factor in when deciding whether to take funds from the unassigned fund balance.

The Board discussed whether to apply funds from the unassigned fund balance to offset the town's portion of the taxes. Secretary Morin and TA Andrews stated that the amount saved by lowering the rate would be minimal. She stated that the tax rate has been at \$20.90 for the past 2 years.

Selectman Marchand moved to adopt the 2022 tax rate of \$22.49 per \$1000.00. Seconded by Selectman Connolly for discussion.

Selectman Connolly stated that eventually we need to increase the tax rate to keep up with the rise in costs to operate the Town.

Chairman Burrill stated that because the 2023 budgets will be increasing, as some costs are projected to be above the current FY 2022 level. The Board may need to use the funds at that time.

Selectman Melvin stated that the Board has not reviewed the proposed 2023 Police and Fire Department budgets yet.

Burrill – aye, Marchand – aye, Connolly – aye. Melvin – nay.

Secretary Morin stated that once DRA accepts the final tax rate the Board will need to stop by and sign the warrant.

G. Impact Fees letter to School District

TA Andrews stated that the letter instructs the school district to apply the collected impact fees to the school bond.

Selectman Marchand moved to sign a letter to the school instructing them to apply the 2022 impact fees collected \$12,047.52 to the Town's portion for the high school bond payment. Seconded by Selectman Melvin with a unanimous vote.

H. Notice to residents of election

Chairman Burrill read the notice to the residents of the upcoming election.

Chairman Burrill moved to sign the notice to residents of the upcoming election. Seconded by Selectman Melvin with a unanimous vote.

I. Selectmen schedule for November 8th election

Selectman Marchand will be available all day. Selectman Melvin will be available later in the day. Selectman Connolly will be available most of the day. Chairman Burrill will be available from 7:30am to 5:00pm. He reminded the Board that they can appoint a protemp Selectman.

J. Per RSA 31:95-b donation for Food Pantry

Selectman Marchand moved per RSA 31:95-b accept and expend \$215.00 unanticipated funds for the Food Pantry from the Recreation Commission's Trunk or Treat proceeds from food sales. Seconded by Selectman Melvin with a unanimous vote.

Chairman Burrill thanked all those that participated.

K. Review – Policy Acknowledgement form

Chairman Burrill read the proposed policy acknowledgement form that employees will sign confirming that they have read the listed policies.

Selectman Marchand moved to accept as written the Policy Acknowledgement Form. Seconded by Selectman Melvin for discussion.

Selectman Melvin asked if elected officials need to sign. Chairman Burrill stated that the answer is no, but it would be good for all elected officials to sign the acknowledgement form. The Board agreed.

The motion passed with a unanimous vote.

L. Amended IT Resource Policy

Selectman Marchand moved to adopt as amended the Information Technology Resource Policy. Seconded by Selectman Melvin with a unanimous vote.

III. Other Business

A. Halloween

Mr. Joe Simone stated that the Town's Halloween was great. He would like to see the date advertised in the local paper.

B. Bookkeeper

Selectman Marchand moved to accept with thanks and gratitude Bookkeeper/Payroll Administrator Kim Hughes' letter of resignation. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye. Melvin – nay.

TA Andrews asked the Board to approve the job description and to engage MRI to assist in finding a replacement.

Selectman Marchand moved to authorize the Town Administrator to engage MRI in a contract for immediate search for a replacement Bookkeeper/Payroll Administrator. Seconded by Selectman Connolly for discussion.

Mr. Simone asked if the position will be full or part-time. TA Andrews stated that would be a negotiating point with the candidate as the recruitment process progresses forward.

The motion passed unanimously.

C. Manifest

Selectman Melvin moved to sign vendor manifest dated November 1, 2022, in the amount of \$1,401,416.34 of which \$1,225,661.00 goes towards the November Sanborn Regional School District payment. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Cable Revolving Fund vendor manifest dated November 1, 2022, in the amount of \$1,371.17. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign Highway Revolving Fund vendor manifest dated November 1, 2022, in the amount of \$93,178.93. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign payroll manifest pay period October 9 – 22, 2022, with a pay date of October 27, 2022. Total payroll is \$57,710.54 which includes \$424.78 ARPA administrative costs. Seconded by Selectman Marchand with a unanimous vote.

D. Requisitions

Selectman Melvin moved to sign requisition TH2022-01 in the amount of \$3,235.00 for electrical work needed at the town hall. Funds to come from the Town Buildings Capital Reserve Fund. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign requisition 1052FD in the amount of \$236.00 to replace 2 security monitors at the Fire/Rescue Station. Funds to come from the Cable Revolving Fund. Seconded by Selectman Marchand with a unanimous vote.

Selectman Melvin moved to sign requisition ARPA-2022-020 in the amount of \$29,973.00 to install a new generator at the Transfer Station. Funds to come from the ARPA Fund. 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 October 18, 2022, as written. Seconded by Selectman Marchand with a unanimous vote.

V. Announcements

Chairman Burrill announced that the Town will hold a Veterans Day Ceremony on November 11, 2022, beginning at 10:30am at the Fire/Rescue Station.

VI. Adjourn

Selectman Marchand moved to adjourn at 8:53pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary

KV Partners LLC

P.O. Box 432, New Boston, NH 03070 (603) 413-6650

MEMORANDUM

To: Mark Andrews, Town Administrator

From: Mike Vignale, KV Partners, LLC

Date: October 18, 2022

Re: Pond Street Marcoux Road to the RR Bridge - Site Visit

On October 14, 2022 I visited the project site to review the condition of the paving recently completed in light of resident concerns. Selectmen Connolly, Selectmen Melvin, Anthony Levin (resident), you and I walked the site. Following is a summary of my findings and discussions:

- The roadway had been recently paved and the shoulders backfilled with recycled asphalt product. It was agreed by everyone that the paving surface looked particularly good and the shoulder worked looked good in general. It had rained hard the night before and was still raining so any puddles were evident.

- At the beginning of the site walk Mr. Levin explained what some of his concerns were. They were related to the type of paving that was completed (reclaim and repave vs. shim and overlay), roadside puddles, and some shoulder erosion. He questioned why the work that was completed was not as outlined in the Roadway Condition Evaluation. I explained to him that I prepared that document and reclaiming and repaving is always preferable to a shim and overlay for deteriorated roadways, however, there are other factors to consider such as available funding and the ability to maintain a severely deteriorated roadway in winter months.

- We walked the roadway segment and found the following:

- There was some minor erosion of the shoulder at the intersection with Heath Street due to the recent rains and steepness of the roadway. I explained that the recycled asphalt material should firm up over time (was a little loose) and the erosion should be less over time.

- There was a puddle near a large (24" or so) pine tree south of the Marcoux Road intersection. To eliminate the puddle the pine tree would need to be removed, stump ground out and a ditch installed. This work will be costly and may damage the new pavement so the puddle should be monitored to determine if it is a problem (water may infiltrate into the ground) prior to doing any additional work.
- There was a puddle on the south corner of Pond Street and Marcoux Road due to some excess material associated with the shoulders. This can be easily corrected by regrading this area to allow water to drain to the low areas beyond the material.
- There was another puddle on the north (high) side of the intersection with Marcoux Road. This puddle was primarily on the existing pavement. The proper correction for this puddle is to install a culvert, possibly with a catch basin, to collect water from Pond Street and Marcoux Road prior to it

KV Partners LLC

flowing over Marcoux Road. Mr. Levin indicated that there was never a puddle there before and water used to flow across Pond Street.

- Mr. Levin questioned why the pavement was very thick on one side and thin on the other. I explained that was to be expected when shimming and overlaying a roadway with an uneven surface since the final road surface is smooth and the existing road surface is not.
- Mr. Levin questioned why Marcoux Road was not paved. We explained there is only so much funding for paving and the Town does what is possible with what is approved and voted at Town Meeting and/or grants from the State.
- We further discussed that the decision to complete a shim and overlay was probably driven by cost and roadway condition. We further discussed that sometimes roadways in bad condition need to be overlayed rather than being reclaimed/repaved when funding limitations dictate just so the Town can continue to maintain them in the winter, as we are already in the Fall season.
- After walking the roadway, the pavement surface looked very good and I found no cracking or other surface deficiencies that needed attention, the shoulders were well graded and compacted, and the driveway transitions all looked acceptable. The only work that should be done is to grade the material on the south side of the Marcoux Road intersection and monitor the puddle near the pine tree.

If you or the Board of Selectmen have any questions, please contact me at your convenience.