



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

DATE: TUESDAY, February 7, 2023

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 6:05pm. In attendance were Selectmen Matthew A. Burrill, Chairman, Robert Marchand Jr, Vice-Chairman, Charles R. Melvin Sr., Michael Connolly, Jim O'Mara, Interim Town Administrator, and Selectmen's Secretary Diane M. Morin. The public meeting was videotaped. The non-public session minutes were transcribed and typed by Interim Town Administrator O'Mara. 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

Selectman Marchand moved to go into non-public session at 6:00pm under RSA 91-A: 3 II

(c). Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:14pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into non-public session at 6:15pm under RSA 91-A:3 II (a) – Dismissal, Promotion, or Compensation of any public employee. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:27pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into non-public session at 6:28pm under RSA 91-A: 3 II

(c). Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:52pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

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) - (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 Connolly with a unanimous vote.

Selectman Marchand moved to seal the non-public session minutes dated January 29, 2023, under RSA 91-A:3 II (c) Reputation and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Melvin with a unanimous vote.

B. ARPA/EOC update

Acting Emergency Management Director (AEMD) Trisha McCarthy addressed the Board. She stated that the ARPA workgroup reviewed and recommends the Board approve the request to upgrade the security camera system at the Town Beach and Greenie Park. The upgrade will include internet service to the 2 sites so the cameras can be monitored remotely. It will also include a new video recorder, replacing broken cameras and 2 monitors at the Police Station.

The workgroup is recommending the Board approve the purchase of 7 new voting booths. Each booth holds 4 voting stations.

The Gale Library has asked the workgroup to consider using ARPA Funds to replace the aging furnace at the library. The workgroup is waiting for more quotes before bringing it to the Board.

She stated the a few years ago the Town applied for the reverse 911 program, but the application was not processed. They reached out to her in January to complete the process. She is requesting the Board authorize her as AEMD to be the primary contact for E-911 during an emergency. For non-emergency situations, the Town Clerk and Town Administrator would be able to use the system to inform residents of a non-emergency event such as the Town Hall being closed.

She stated that the EOC was activated twice within the last few weeks due weather related events. She reminded residents that they can utilize the center during an emergency. During long term power outages, arrangements have been made with area shelters that will allow residents to bring their pets.

She reminded everyone that the pandemic is still prevalent and that whenever possible, please utilize the online services available. If you are not feeling well, please stay home.

She asked that if you test positive, to please call her at the EOC at 603-382-1610. There have been 7 new cases reported.

C. E-911 Primary Contact

Selectman Marchand moved to authorize the chairman to sign the Emergency Notification System Primary Contact Form naming Trisha McCarthy as the primary contact for the Town. Seconded by Selectman Melvin with a unanimous vote.

D. Requisitions -- ARPA

Selectman Marchand moved to sign requisition ARPA-2023-001 in the amount of \$1,754.82 for security cameras at the Town Beach and Greenie Park. Funds to come from the ARPA Fund. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign requisition ARPA-2023-002 in the amount of \$7,371.80 for new voting booths. Funds to come from the ARPA Fund. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign requisition ARPA-2023-002 in the amount of \$756.00 for 2 monitors that will be used to monitor the security cameras. Funds to come from the ARPA Fund. Seconded by Selectman Connolly with a unanimous vote.

E. Internet access to Town Beach and Greenie Park

Secretary Morin stated that internet service is needed to view the cameras remotely.

She stated that the ARPA workgroup discussed having the funds come from the Police Department budget may not be appropriate.

AEMD McCarthy addressed the Board and stated that the workgroup recommended paying the first year of service from ARPA funds. This allows the Board time to determine which budget it should be under.

The Board agreed to have this placed on the "parking lot" of ideas to be considered later in the year.

Selectman Marchand moved to authorize the chairman to sign the agreements with Consolidated Communications to provide internet access to the Town Beach and Greenie Park for a monthly service fee of \$90.00 per site, not including fees and taxes. Funds for the first year of service will come from the ARPA Funds. Future funding will be determined later. Seconded by Selectman Connolly with a unanimous vote.

F. Transfer Station – site monitoring permit

Secretary Morin stated that the Town needs to re-file for the site permit for ground water monitoring with DES. R.W. Gillespie and Associates has been providing these services to the Town for quite some time.

Selectman Marchand stated that the company has all the prior information and firsthand knowledge of the site.

Selectman Marchand moved to sign requisition TS-2023-001 in the amount of \$2,000.00 for the permit application fee to the State DES for site monitoring at the Transfer Station. Seconded by Selectman Connolly with a unanimous vote.

Selectman Melvin moved to authorize the chairman to sign the agreement with R.W. Gillespie & Associates in the amount not to exceed \$29,200.00 to file the necessary paperwork with DES and for site monitoring at the Transfer Station. Funds to come from the 2023 Transfer Station budget. Seconded by Selectman Marchand with a unanimous vote.

G. Audit – Engagement letter with Vachon & Clukay

Chairman Burrill stated that the agreement is to have Vachon & Clukay perform a financial audit for fiscal year 2022.

Selectman Marchand moved to authorize the chairman to sign the engagement letter with Vachon & Clukay to conduct the 2022 financial audit. Seconded by Selectman Melvin with a unanimous vote.

H. Bicycle Charity Ride to end Alzheimer's

Secretary Morin stated that this charity ride is done every year in June. The ride will not have any water stops within the town.

Selectman Marchand moved to authorize the chairman to sign the acknowledgement letter for Ride to End Alzheimer's bicycle charity event. Seconded by Selectman Connolly with a unanimous vote.

I. Timber Tax Yield

Selectman Melvin moved to authorize the tax collector to collect the timber yield tax levy in the amount of \$222.13 for tax map 4-7-1. Seconded by Selectman Marchand with a unanimous vote.

III. Other Business

A. Requisitions

Selectman Melvin moved to sign requisition 1056FD in the amount of \$3,195 for EV blanket from Fire Tech & Safety. Funds to come from 2023 Fire Department budget. Seconded by Selectman Marchand with a unanimous vote.

B. Manifest

Selectman Marchand moved to sign Cable Revolving Fund vendor manifest dated February 7, 2023, in the amount of \$461.72. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign payroll manifest pay period January 15-28, 2023, with a pay date of February 2, 2023. Seconded by Selectman Melvin with a unanimous vote.

C. Veteran Tax Credit

Selectman Marchand moved to sign request for veteran's tax credit for tax years 2021 and 2022 in the amount of \$500.00 for tax map 13-2-15-19. Seconded by Selectman Connolly with a unanimous vote.

Selectman Melvin moved to sign veteran's tax credit for tax map 13-2-15-19 beginning tax year 2023. Seconded by Selectman Connolly with a unanimous vote.

Selectman Melvin moved to sign veteran's tax credit for tax map 13-3-12 beginning tax year 2023. Seconded by Selectman Marchand with a unanimous vote.

D. Abatement

Selectman Melvin moved to sign the abatement request in the amount of \$850.63 for tax map 7-5-2 due to incorrect house measurement. Seconded by Selectman Marchand with a unanimous vote.

IV. Approval of Minutes

Selectman Marchand moved to accept the non-public and public meeting minutes dated January 29, 2023, as written. Seconded by Selectman Melvin with a unanimous vote.

Selectman Marchand moved to accept the public meeting minutes dated February 4, 2023, as written. Seconded by Selectman Melvin with a unanimous vote.

V. Announcements

Chairman Burrill read Mark Andrews retirement letter with an effective date of February 22, 2023.

Selectman Marchand moved to accept Mark Andrews letter of resignation. Seconded by Selectman Melvin for discussion.

Chairman Burrill stated that although Mark was here for a short time, he appreciated all the effort he put in. He believes the Town lost a good employee. The Board agreed with him.

The motion passed unanimously.

Chairman Burrill stated that we need to start over again. The Board is looking to re-engage MRI to help fill the position. He also went on to state that the process will be long and costly.

Selectman Connolly stated that should the proposed budget not pass it could severely restrict services within the town.

Selectman Marchand stated that it will have a negative effect on all departments.

VI. Adjourn

Selectman Melvin moved to adjourn at 7:30pm. Seconded by Selectman Marchand.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary