



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

**DATE: TUESDAY, NOVEMBER 9, 2021**

**TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD and  
ZOOM AUDIO CONFERENCING**

**PUBLIC HEARING MEETING MINUTES**

**I. Call to Order**

Chairman Foote called the public hearing meeting to order at 6:00pm. In attendance were Selectmen, Lawrence B. Foote; Chairman, Charles R. Melvin Sr.; Vice-Chairman, Kathryn Michaels, Matthew A. Burrill, Town Administrator Nancy J. Wrigley, Board of Selectmen Secretary Diane M. Morin, and members of the public.

Selectman Edvin Crnolic was excused this evening.

Selectman Kathryn Michaels joined the meeting via Zoom at 6:04pm. As per RSA 91-A:2, III: where attendance in person is not "reasonably practical" Selectman Kate Michaels is participating via zoom due to a health issue. Selectman Michaels stated that there were no other persons in the room with her.

Chairman Foote read the following:

Per RSA 31:35-b to accept and expend unanticipated funds in the amount of \$515,910.58 from the State of New Hampshire. First payment under the America Relief Plan Act in the amount of \$257,955.29 has been received.

Chairman Foote stated that the Board held a public hearing in October of 2021 to accept the funds but did not vote to expend the funds.

Selectman Burrill stated that at that meeting, the Board did not vote to expend was because the Board wanted to review the process for expending the funds.

Emergency Management Deputy Director (EMDD) Trisha McCarthy addressed the Board. She explained that in the meetings with the State they informed the municipalities that have received the ARPA funds that the entire amount must have a motion to accept and expend. Not just the first payment. The Town can then expend the funds between 2021 – 2026. After December 31, 2026, any remaining grant funds must be returned to the State. The funds can be expended per the guidelines provided by the State.

The Board discussed if a cap should be placed on the administrative cost. The suggestion was a cap of \$5,000.00. Once the cap is reached the Administrator would need to come before the Board to request more funds be released from the ARPA grant.

EMDD McCarthy stated that another way to capture the information is through time sheets. The number of hours worked on administering the funds would be noted and the Board would be able to review the time sheets in a public meeting.

The Board decided to not place a cap and to follow the recommendation from EMDD McCarthy.

Mr. Joe Simone addressed the Board as a Trustee of Trust Funds. He asked if the funds need to be in a special account. EMDD McCarthy stated that she spoke with a representative from NHMA legal department and was informed that the funds do not need to be in a special account. Should the Town not use all the funds, then the interest earned can be kept by the Town.

Selectman Burrill stated that previously when the State provided grant funds a special account was setup to hold the funds. EMDD McCarthy stated that no special account is needed. Town Administrator Wrigley stated that the funds are currently in the General Fund.

Selectman Burrill asked if a public hearing is needed should the Board decide to move the funds to a special account. EMDD McCarthy will verify with the State that no further public hearings would be needed to expend the funds.

Mr. Simone asked if a committee would be formed to oversee the disbursement of funds. That is the intentions of the Board.

**Chairman Foote moved to accept the \$515,910.58 to be put into a certain line item to be named at a later date. The expenditure of the admin payments will be on each manifest, so the Board can keep track of what's being spent as far admin costs. All other costs still have to go through the process of the bidding process, the Select Board process for approval and whatever other processes the Town uses to purchase anything. It must come under the guidelines ARPA (American Relief Plan Act), the US Treasury and the State. Seconded by Selectman Melvin. Foote – aye, Melvin – aye, Michaels – aye, Burrill – aye.**

Chairman Foote closed the public hearing at 6:13pm.

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary