TOWN OF NEWFIELDS SELECT BOARD
MEETING MINUTES
TUESDAY JUNE 28, 2022

Select Board Present: Hoby Harmon, Jacquelyn Silvani & Michael Sununu
Others Include: Ray Buxton, Jeff Feenstra, Greg Hasevlat & Lauren Hill

Call to order at 7:00 pm.

The Select Board reviewed and approved the following items:

Checks Dated 06/30/22: Accounts Payable Manifest $20,421.97

Ray Buxton requested the Board’s permission to use ARPA funds to pay for half of the cost to replace the Water & Sewer District’s garage doors. Since Ray’s initial quote was a few dollars over the $5k limit & multiple quotes would be needed, Ray will go back to C.H.I Overhead Doors to get the quote reduced to under $5k.

Jeff Feenstra confirmed that Emergency Management will be utilizing space in the garage area and is willing to pay for the other half of the cost. Currently, the Town owns the building and is in the process of selling it to the Water & Sewer District (WD).

Jacqui questioned whether this would fall under maintenance and would be the responsibility of the WD. Michael responded that since the Town is still the owner and Police items would be stored in the garage, it would qualify for ARPA funds. Michael expanded by saying the new rules for ARPA gives the Town more flexibility and labels funds as lost revenue with no restrictions. Jacqui advised the WD to have a written agreement completed with Emergency Management for the storage of items.

Michael motioned, seconded by Hoby, to utilize ½ of funds from ARPA and ½ from Emergency Management and to have a written agreement drawn up. All were in favor and the motion carried.

Lauren Hill, a member of the Conservation Commission, informed the Board of a trail on Halls Mill Road that is unpassable. The trail is designated as Class A trail and is located about 300 feet prior to the Newmarket line. It is not a SELT jurisdiction. This section of trail has become unpassable due to excessive water and roots and is about 250ft x 10ft in size. She would like to have gravel applied to the area. Lauren asked for permission from the Board to get a quote from Brian Knipstein, the Road Agent. She will be utilizing Conservation Commission funds, as well as, looking for grant opportunities to cover the cost. Michael said that he will let Brian know that Lauren will be reaching out to him for an estimate.

Lorrie Maker was on the agenda next but was not in attendance.
Greg Hasevlat, in response to an earlier letter notifying him that his driveway was on an adjacent property’s conservation easement, informed the Board that the portion of driveway in question was removed and invited the Board to view his property, if needed. Michael thanked Greg for coming in to notify the Board that it was resolved.

Michael provided the Board with an overview of the PA-28 Inventory of Taxable Property form and its purpose for the Town. Jacqui motioned, seconded by Michael, to continue the PA-28 forms. Hoby voted no, and the motioned carried.

Michael motioned, seconded by Hoby, to approve the purchase of a tablet for $200 to be dedicated to the Highway department to input the Stormwater Asset Management. ARPA funding will be used to cover the cost. All were in favor and the motion carried.

The Board received and opened the following heating fuel bids:
- Palmer Gas & Oil - Propane - $2.099 per gallon
  - #2 Fuel Oil - $4.299 per gallon
- Hartmann Oil Co. - Propane - Option 1: $1.99 payment due within 15 days of delivery
  - Option 2: $1.95 Prepay Price
- #2 Fuel Oil -Option 1: $4.30 payment due within 15 days of delivery
  - Option 2: $4.24 Prepay Price

Michael motioned, seconded by Hoby, to accept the lower bid offered by Hartmann Oil. All were in favor and the motion carried. The Board will determine which option to choose after more information is provided by Hartman Oil.

The board revisited Health and Human Services after an additional $500.00 was noticed in the budget. Michael motioned, seconded by Jacqui, to accept the revisions. All were in favor and the motioned carried.

The Board acknowledged the Water & Sewer District report.

The Board discuss Comcast’s correspondence detailing an option for the Town to have Comcast review the Town for any unserved area for which a broadband expansion would be covered by grant according to H.B. 2 legislation. Michael will extend an invitation to Jake Somers to attend a July Board meeting to discuss further.

Jacqui brought up the topic of an email the Board received regarding initiating a solar program. Michael was not sure it would make sense given the small amount of electricity the Town uses but will gather copies of the Town’s bills for Jacqui to review.

Michael said he will speak with Attorney Durbin to acquire the Water Department’s sale documents for the 19th and will also draft the access letter for Emergency Management.
The Board reviewed June expenditures and discussed the allocation and accounting of the ARPA funds.

The Board discussed the sinkholes on O’Neil Warehousing’s property. Michael said that he spoke with the Road Agent and was not inclined to have the Town address the issue as the holes are most likely the result of drainage coming off the owner’s building and his parking lot drainage, and not due to the Town’s stormwater. Michael will draft a letter to the property owner informing Mr. O’Neil that the Board does not feel it is the Town’s responsibility but if something occurs during the owner’s repairs that indicate otherwise, to let the Board know.

Hoby asked about the status of a potential meeting between the Board, Police, Fire and School to discuss safety.

Michael said that he would check with the Police Chief and Tom Hayward.

Jacqui expressed her belief that the Board does not have jurisdiction over the school’s safety concerns and that the Board will not have any say in their safety issues. Asking for a meeting with school officials would be overreach.

Hoby responded that Town’s resources will be utilized during any Fire & Police response and that it would be important to have communication between everyone to ensure the school’s safety.

Michael feels that as an elected official it is important to know what the safety measures are between the Police and School. Michael understands their role is limited but wants to ensure everyone is clear of their responsibilities. It would be a nonpublic discussion between the School, Police, Fire and Board to ensure everyone is on the same page.

Hoby asked Michael about the Welfare allocation and what happens when all the funds have been given out. Michael told him that there is a set bottom line that the Board needs to adhere to. But if a line item within the budgeted amount needs to go over, they can discuss reallocation of funds.

Sue & the Board discussed getting a quote for the Town Hall front steps.

Michael motioned, seconded by Jacqui, to approve the 6/14/22 Select Board Meeting Minutes as amended. All were in favor and the motion carried.

The Select Board decided on the following tentative dates for upcoming meetings:

July 19th & 26th

At 8:18 pm, The Select Board, by motion of Select Board Member Sununu, seconded by Select Board Member Harmon, and in accordance with RSA91-A:3 (II) (c), to enter into a non-public session for purpose of a deed matter [RSA91-A3(II)(c)]. By roll call vote the Board passed the motion: Harmon-Affirmative; Silvani-Affirmative; Sununu-Affirmative
A motion to leave non-public session was made Select Board Member Sununu and seconded by Select Board Member Harmon. The motion was passed and at 8:38 a public session reconvened. At 8:38, Michael motioned, seconded by Hoby to adjourn the meeting. All were in favor and the motion carried.

Respectfully submitted,

Kisha Therrien