



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, MAY 13, 2020
TIME: 6:00PM
CONFERENCE CALL

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:00pm.

As Chairman of the Board of Selectmen for the Town of Newton NH, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe or listen contemporaneously to this meeting which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Utilizing Free Conference Call for this electronic meeting. All members of the Board have the ability to communicate during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 978-990-5000. Meeting ID number is 631111.

We previously gave the notice to the public of the necessary information for accessing the meeting, including how to access the conference call via phone.

If anyone has a problem, please email BOSSecretary@newtonnh.net. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

On the phone was Chairman Matthew A. Burrill, Selectmen Lisa L. Gonyer, Kathryn Michaels, Lawrence B. Foote, Charles R. Melvin Sr., Town Administrator Nancy Wrigley, and Secretary Diane Morin. The public session was audio taped. The public meeting minutes were transcribed and typed by Secretary Morin.

Other conference call attendees were Tina O'Rourke, Chief Alcaldinho, Trisha McCarthy, Terry Caswell, Pete Gagnon, Chief Jewett, Jack Kozec, Shanti Wolph and members of the public.

II. Scheduled Business

A. Update – COVID-19 virus

Chairman Burrill explained the reason for the meeting was to bring the Board and public up to date on guidelines to combat the spread of the COVID-19 virus.

Mrs. McCarthy briefed the Board with new updates from the State conference calls that she attended.

Mrs. McCarthy announced that Governor Sununu has set May 15, 2020 as Peace Officer Memorial Day and that the week of May 10 – 16, 2020 as Law Enforcement Memorial Week.

Restaurants that want to open with outdoor dining must comply with social distancing rules and must receive approval from the Police, Fire and Building Departments. These departments will determine if the restaurant's proposal for outdoor dining complies with the rules established by the State.

Mrs. McCarthy reviewed the Statewide statistics for COVID-19 which included First Responders. The number of positive cases is up due to the increase in testing.

The State has brought in more National Guard troops to assist with call centers and security at various locations in the State.

She reviewed trends that the State is seeing on social media.

Updated guidelines have been released for unprotected exposure to COVID-19 from the CDC.

Some retail stores have re-opened but must keep occupancy to 50% of capacity. Some golf courses have opened as well. The State reminded everyone that businesses must adhere to the rules in place for their type of business.

Mrs. McCarthy provided a website for business owners and residents to read the minutes from the re-opening task force. The website also has guidelines for restaurants, on setting up tables for dining.

In Town buildings, masks are not required if social distancing can be maintained.

Homeowner Associations cannot require residents to self-quarantine.

Yard sales are still not allowed. Gyms are still not allowed to be open.

The Secretary of State for NH is working on guidelines for the upcoming State and National elections.

Mrs. McCarthy informed the Board that a grant application for GOFERR, Governor's Office for Emergency Relief and Recovery, needs to be signed by the Board or an appointee. The grant is for \$117,000.00 and can be used for the First Responders

stipend. It can be used to cover the Town's benefits portion of the stipend and any other expenses associated with the COVID-19 pandemic. Selectman Foote stated that when the Town receives the funds, it will be up to the Town on how to disperse the funds.

Chairman Burrill moved to authorize Selectman Foote to sign on behalf of the Board of Selectmen the necessary paperwork for the GOFERR grant application. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote –aye, Melvin – aye.

Secretary Morin informed the Board that the Library life safety project is completed. An inspection was performed by Chief Alcaidinho and Selectman Foote, as the Emergency Management Director. The additional cost to replace the detectors was \$44.40. The increase was for back boxes and re-wiring of some detectors. The duress system was connected to the cellular transmitter.

Secretary Morin stated that on May 29, 2020 the work in the office area at the Town Hall to replace heat with smoke detectors will be done. She asked the Board if the Town Hall should be disinfected as was done the last time.

Selectman Melvin asked if this would be an additional cost. Secretary Morin stated that it would be.

Selectman Michaels asked the process to clean the Town Hall. Selectman Foote stated that is a fogging machine that sprays a mist on to the surfaces and dries within 10 minutes.

Selectman Foote asked when does disinfecting the Town Hall stop if we re-open the Town Hall. He stated that at some point when the public is allowed back in, the Town will not be able to afford to have the Town Hall disinfected every day.

Chairman Burrill asked if the vendor's employees would be willing to be tested for COVID-19 and provide proof that the test is negative. Secretary Morin stated that they could take a test one day but may have been exposed between the time of testing and coming on site.

Selectman Gonyer stated that she recently had a delivery made and had to answer a few questions before the delivery men would enter the home. They wore gloves and masks while in her home. Secretary Morin stated the vendor has not worn either when working at the Library today.

Selectman Michaels stated that we should disinfect the Town Hall when we have the work done.

Secretary Morin asked if the disinfecting the building would be covered under the GOFERR grant. Selectman Foote stated that the first disinfecting would be covered but he does not believe any other would be covered. He will apply it to the grant in case it is covered.

The Board discussed whether to do the work and disinfect the building on May 29 or to postpone until the Town Hall re-opens.

Chairman Burrill moved to delay the rest of the life safety work indefinitely until there is a clearer picture of when the Town Hall will reopen. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Mrs. Caswell asked when she can re-enter the Library. Selectman Foote stated that she can re-enter the building after May 21, 2020.

Chairman Burrill informed the Board that he would like to try using ZOOM for the Board of Selectmen's regularly scheduled meetings. Selectman Foote asked if it requires a laptop. Chairman Burrill stated that an iPad, iPhone, tablet, or other smart phone could be used.

Selectman Gonyer stated if video is allowed than the Board should be on video. The Board agreed.

Mrs. McCarthy addressed the Board and stated that Building Inspector Wolph sent an example for a permit application for temporary outdoor seating via email to the Board. She would like the Board to accept the permit application so that a process is in place for any requests from restaurants for outdoor seating can be handled.

Selectman Foote and Health Office Leverone via phone met with the owner of the Hen House and they are all set for outdoor seating.

Selectman Gonyer stated we should have a permit application for this type of request in place.

Building Inspector Wolph recommends having the Fire Department or Health Officer take the lead as he is not in Town every day. By having a process in place for temporary outdoor seating, this will allow the Town to enforce the rules for outdoor seating. It will show the public that the restaurant has complied with the rules as well.

The Board agreed to move forward with requiring a permit for temporary outdoor seating with no fee being imposed for the permit. The Building, Fire, Police and Health Departments will be responsible for issuing the permit.

B. Permit Fee for Middle School renovation

Chairman Burrill stated that Building Inspector (BI) Wolph received a permit application from Sanborn Regional School District for renovations at the Middle School in the amount of \$3,450.00. Building Inspector Wolph would like to know if the Board wants to waiver, reduce, or charge the full amount for the permit.

Selectman Gonyer asked what the School charged the Town when we used the School. Chairman Burrill stated the Town was charged for the custodian's time only. Selectman

Gonyer would be fine charging the amount to cover the cost of the Building Department's time for inspections or other needed work.

Selectman Foote asked if the permit request is from a private contractor. BI Wolph explained that the School is still the owner and is renovating to accommodate the lessee.

Chief Alcadinho stated that the Fire Department has informed the contractor that their fee would be the full price.

The Board discussed their options and agreed to not waiver the cost of the fees.

Chairman Burrill moved to charge the full permit fee for renovations to the Middle School. Seconded by Selectman Gonyer. Burrill – aye, Gonyer –aye, Michaels – aye, Melvin – aye, Foote – aye.

Selectman Gonyer moved to accept the nonpublic and public minutes dated May 5 and May 6, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

C. Other Business

Selectman Gonyer stated that it was her understanding that the Town has had difficulties getting water delivered for various Town owned buildings. She would like to recommend changing suppliers at a cost savings of 35% over last year.

Selectman Gonyer moved to authorize Town Administrator Wrigley to change water delivery company to Crystal Hills out of Kingston NH. Seconded by Chairman Burrill. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Town Administrator Wrigley informed the Board that the Assessor will be printing the warrant and the Board will need to sign it. It cannot be signed electronically. She will leave the document and any other documents that need to be signed in the Selectmen's Office by the outside door.

III. Adjourn

Selectman Melvin moved to adjourn at 7:10pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary