



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, JUNE 24, 2020
TIME: 6:00PM
CONFERENCE CALL

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:03pm.

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 Zoom 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 #929-205-6099. Meeting ID number is 86907536632. Or using the link provided here: <https://us02web.zoom.us/j/86907536632>

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.

Utilizing Zoom Video Conferencing was Chairman Matthew A. Burrill, Selectman Kathryn Michaels, Town Administrator Nancy Wrigley, and Secretary Diane Morin. Utilizing Zoom Audio Conferencing was Lawrence B. Foote. The public session was videotaped. The public meeting minutes were transcribed and typed by Secretary Morin. Selectmen Lisa L. Gonyer and Charles R. Melvin Sr was excused this evening.

Other conference call attendees were Tina O'Rourke, Chief Alcainho, Trisha McCarthy, Terry Caswell, Pete Gagnon, Chief Jewett, Roger Hamel 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. She reviewed the Statewide statistics for COVID-19 which included First Responders.

The Governor announced that new funds will be available from CARES Act for youth, substance abuse and Veterans programs.

The State reported that they are seeing more ATV accidents due to more out of state people entering the State.

The State reminded local EOC to submit their tasks on the State's website.

More business will be allowed to open beginning June 29, 2020 following guidelines appropriate for that business.

Chairman Burrill stated that the Governor's Emergency Order (EO) #12 allows local governing bodies to meet electronically. The order is supposed to expire on June 26, 2020. He asked Mrs. McCarthy if in any of her meetings there was an indication if it would be extended. Mrs. McCarthy replied that there was no indication that EO #12 would be extended.

Chairman Burrill stated if the EO #12 is not extended then boards, committees, and commissions will no longer be able to meet electronically. The Board of Selectmen would need to decide on whether to open the Town Hall for meetings.

Selectman Foote stated that the Town Hall can hold up to 18 people and 7 members of a board, committee, or commission. He stated that he has been asked by members to allow boards, committees, and commission to hold a meeting in the Town Hall.

If the EO #12 is not extended then the Board of Selectmen will need to decide on July 1, 2020 whether to allow meetings in the Town Hall.

Mr. Roger Hamel, Chairman of the Planning Board, addressed the Board. The Planning Board has scheduled 5 public hearings for July 14, 2020. He asked if one member of the Board could attend the meeting electronically while the other members met at the Town Hall, would that be legal. Chairman Burrill stated that it would if the Planning Board had a quorum in the Town Hall and the Chair allowed it.

Mr. Hamel requested Secretary Morin be at the meeting to assist with broadcasting the meeting via Zoom and Comcast channel 20. Secretary Morin agreed and explained that it is possible to broadcast the Zoom portion of the meeting over channel 20.

Mrs. McCarthy stated that she should have more information on EO #12 after Friday's meeting.

B. Re-Opening Town Hall Task Force Update

Mrs. McCarthy stated that the panels have been ordered and will be installed on July 9, 2020. The life safety work that needs to be finished at the Town Hall will be done on July 10, 2020. On July 11, 2020, the Custodian will clean the Town Hall. Then on Sunday, July 12, 2020, Mrs. McCarthy and EMD Foote will put the floor signage down.

The hand sanitizer stations are being installed at the Town Hall. The Town Hall meeting room has been marked off to adhere to the social distancing guidelines. Mrs. McCarthy and EMD Foote will tape off the areas for chairs to be setup.

Mrs. McCarthy received an estimate for various signs for the Town Hall. The estimate is \$325.00. She would like to wait for the task force to review before placing the order.

She reviewed the expenditures for making the Town Hall building safe for the staff and public.

She reviewed the guidelines that the task force proposes. She stated that we may not be able to say no children allowed. This could cause an issue with children being left unattended.

There was also concern about the logbook and personal information being asked for. Chairman Burrill is concerned that it is an unattended logbook and that anyone can view it. He suggested posting the questions at the entrances instead of using a logbook. The discussion continued whether to keep a logbook. Mrs. Tina O'Rourke explained that when she meets with a client, she does ask them the questions and enters the information on flip book that she maintains. Chairman Burrill suggested to do away with the logbook and to ask the questions on the phone when the person makes the appointment. The Board would like the task force to re-evaluate using a logbook or just asking the questions over the phone.

Selectman Foote asked if the 1 person allowed at one time in the Town Hall, pertains to just the office that person has business with. Town Administrator Wrigley stated that it is one person in the Town Hall at a time to begin with. Then we would re-evaluate the process to see if more people should be allowed in at one time.

Selectman Foote asked when will the Town Hall be fully opened. Secretary Morin stated the earliest for the soft opening would be July 13, 2020. Mrs. McCarthy stated that the plan is to evaluate after 2 weeks to see how the soft opening is working.

Mrs. McCarthy asking on behalf of the Conservation Commission, the Commission would like to meet at the Town Hall next week. Chairman Burrill suggested they post the location for the meeting to be at the Town Hall and use the parking lot. If the EO #12 is lifted, they would be able to meet in the Town Hall.

Mrs. Terry Caswell stated that the Library Trustees met and approved guidelines to open the Library. They will offer curbside service 2 days a week for 2 hours beginning July 6, 2020. They will not be open to the public.

Selectman Foote moved to order signage for the Town Hall not to exceed \$350.00. Seconded by Selectman Michaels. Burrill – aye, Michaels – aye, Foote – aye.

Chairman Burrill addressed the residents of the Town. He stated that any new business wanting to operate in the Town must adhere to the rules in place that protect both the residents and the Town. A new business must go before the Planning Board for a site plan review and have all needed permits. There is also a peddler's license for certain businesses such as a food vendor. These types of licenses expire within a year and must be renewed prior to operating the business. If the business is selling food, they must also be licensed by the State.

Every now and then, the Town may allow a business to use Town property provided they can provide insurance to protect the Town. As an example, on Olde Home Day, there may be a food vendor at the event. That vendor would need to provide the Town with a certificate of insurance.

Chairman Burrill stated that there are times when a business is non-compliant with the rules and the Board may need to address it in a nonpublic session. Under RSA 91-A, reputation, the

Board can meet to discuss the problem to protect the business' reputation. And then decide on how best to procedure resolving the issue/s.

He went on to state that the Board of Selectmen has been meeting at times 4 nights a week during this pandemic to keep abreast of any situations that may need their immediate attention. They realize that people are under a lot of stress but some of the comments on social media can cause unnecessary problems. There have been different incidents in Town that would not normally have happen. He asked that the residents be respectful of each other and not threaten people unjustifiable.

Selectman Foote stated that last year there was an issue with another business and the Town worked with that business to comply with the rules which they did.

C. Continuation – Finishing up the Town Beach cleanup

Chairman Burrill stated that volunteers worked to clean the Town Beach but were not able to complete the cleanup. Secretary Morin reviewed the 2 quotes she received to remove the leaves from the Town Beach. Chairman Burrill stated that the funds would come from the Recreation Commission 2020 budget.

Chairman Burrill moved to hire STP Property Maintenance LLC to remove the leaves at the Town Beach in the amount of \$600.00. Funds to come from the 2020 Recreation Commission Budget. Seconded by Selectman Foote. Burrill – aye, Michaels – aye, Foote – aye.

D. Police Chief

a. Parking issue at Town Beach

Chief Jewett addressed the Board and explained that there are vehicles parking along the fence adjacent to the Town Beach. There are "No Parking" signs that are not easily visible from the street. He is recommending that "No Parking" be painted on the roadway. He received an estimate for \$300.00 to paint the signage on the road.

Chairman Burrill moved to authorize Chief Jewett to have "No Parking" signage painted on the section of Wenmarks Road that borders the Town Beach. Seconded for discussion by Selectman Foote.

Selectman Foote asked to confirm the signage. He asked if the signage should be " No Parking Fire Lane". Chief Alcadinho stated that he would need to see the area and does not recommend it.

The motion passed. Burrill – aye, Michaels – aye, Foote –aye.

b. Issuing wrist bands at Town Beach

Chief Jewett stated that there are nonresidents using the beach. He suggested that wrist bands be given to Newton residents. Chairman Burrill felt that the issue is the lack of parking. If a resident wants to bring family members that are not residents, they will need to inform someone that those people are part of their party.

Selectman Foote stated that he had a situation where a babysitter was from out of state but was taking the children who live in Town to the Beach using her own vehicle.

Selectman Foote moved to further emphasize that the Town Beach parking is for Newton stickered vehicles only however those that have childcare issues that require an out of

town vehicle be used need to contact the Lifeguards. Seconded by Selectman Michaels. Burrill – aye, Michaels – aye, Foote –aye.

E. Selectmen's nonpublic and public meeting minutes dated June 16, 2020

Chairman Burrill moved to accept the nonpublic and public meeting minutes dated June 16, 2020 as written. Seconded by Selectman Foote. Burrill – aye, Michaels – aye, Foote – aye.

F. Selectmen's public meeting minutes dated June 17, 2020

Chairman Burrill moved to accept the public meeting minutes dated June 17, 2020 as written. Seconded by Selectman Michaels. Burrill – aye, Michaels – aye, Foote –aye.

G. Payroll for June 7-20 with a pay date of June 25, 2020

Selectman Michaels moved to sign the payroll manifest for pay period June 7-20, 2020 with a pay date of June 25, 2020. Seconded by Selectman Foote. Burrill – aye, Michaels – aye, Foote –aye.

III. Adjourn

Chairman Burrill adjourned the meeting at 7:12pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary