



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, JULY 1, 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 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, Selectmen Lisa L. Gonyer, Kathryn Michaels, Town Administrator Nancy Wrigley, and Secretary Diane Morin. Utilizing Zoom Audio Conferencing was Lawrence B. Foote, Charles R. Melvin Sr. The public session was videotaped. The public meeting minutes were transcribed and typed by Secretary Morin.

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

The Governor extended the State of Emergency Order to July 15, 2020.

The State is still working on obtaining more PPE's for distributions.

There are no significant changes to aviation or transportation within the State.

The Town's EOC completed and received 1 GOFERR grant and are working other grants. Secretary Morin reported that the Town received \$29,926.46 from the GOFERR grant.

The State of Emergency will continue for awhile longer which allows local governments to meet electronically.

Chairman Burrill stated that because the order was extended, meetings should be held via Zoom or other electronic means. He stated that the Planning Board have public hearings scheduled for July 14, 2020. He asked Secretary Morin if the Planning Board needs the Town Hall opened. She stated that the last she heard they were going to use the Town Hall. She stated that Planning Board Administrative Assistant and Cable Station Manager are meeting to do a dry run on broadcasting the Zoom meeting.

Selectman Michaels stated that any Board, Committee or Commission planning to use the Town Hall needs to follow the guidelines.

Selectman Foote stated that the Town Hall's capacity would be 20 participants and 7 members of the Board, Committee or Commission.

Chairman Burrill stated that at this time there is no request to open the Town Hall from the Planning Board.

B. Re-opening Town Hall Task Force update

Mrs. McCarthy stated that the task force was unable to meet on June 30, 2020.

She has asked the Board to review and approve the guidelines proposed by the task force. She stated that other members of the task force expressed concerns of privacy using a logbook. She suggested instead of using a logbook that the staff ask the public the questions when making the appointment. The reason for the information being asked is to have contact tracing information.

Chairman Burrill suggested calling it a register instead of a logbook. Instead of asking the questions inform the public that these are the symptoms of COVID-19.

Selectman Gonyer suggested asking the public if they have any of the symptoms of COVID-19 and if they answer "yes" they should not come to the Town Hall.

Chairman Burrill stated that it could be a legal issue if someone is denied entry to the Town Hall by staff that are not medically trained.

Selectman Melvin reviewed what the State does when the Representatives meet.

The Board discussed how to take people's temperature and how to protect the staff.

Mrs. McCarthy read the proposed guidelines. She stated that legal counsel suggested removing the "No children allowed". They also recommended that a specific place be designated for people to wait.

Selectman Foote moved to accept the proposed guidelines for re-opening the Town Hall as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote asked if the soft opening will be July 13, 2020. The Board agreed to go with that date.

Selectman Gonyer moved to accept the COVID-19 screening log with the following change, to ask the public if they have any symptoms of COVID-19 and post the list of symptoms outside each office. Seconded by Selectman Foote. Gonyer – aye, Michaels – aye, Foote – aye. Burrill – nay, Melvin – nay. The motion passed.

Chairman Burrill stated he is a nay because he does not think a logbook should be kept.

Selectman Foote stated that the guidelines can be modified if needed.

Mrs. McCarthy asked the Board to clarify if the Board would like to re-word "You shall answer the questions and sign the logbook" to remove "sign the logbook"?

The logbook will be filled out and maintained by staff and not available to the public.

Selectman Gonyer moved to amend the guidelines to remove "sign the logbook" and add "will be recorded in an internal logbook". Seconded by Selectman Michaels. Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye. Burrill – nay.

No residents will be allowed to enter the Town Hall unless they have an appointment to see the Town Clerk or Welfare Agent.

Selectman Gonyer asked when the Planning Board office will be open to the public for appointments. Selectman Gonyer asked if the Administrator Assistant is meeting with people. Secretary Morin stated that he is meeting with the public outside in the parking lot.

Selectman Foote asked when the other offices will open. Chairman Burrill stated there is no set date to open the other offices. The Board will discuss opening other offices at their July 21st meeting.

Chairman Burrill moved to schedule the phase 1 opening of the Town Clerk/Tax Collector's office under the guidelines for July 13, 2020. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Mrs. McCarthy asked to have a hand sanitizer station be placed in the Butler Building. Town Administrator Wrigley will inform Custodian Romanoski of the request.

Town Administrator Wrigley stated that she spoke Custodian Romanoski about cleaning more frequently and he was fine with that. He would clean in the morning before opening or in the afternoon after closing.

C. Retroactive pay for 3 First Responders

Selectman Gonyer moved to approve the paramedic incentive approved at the June 30, 2020 non-public session be paid retroactive to March 1 2020 and the EMT-B incentives approved at the same meeting be paid retroactive to Jan 1 2020 when supporting documentation is submitted to the Town Administrator. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

D. 35 South Main Street – Old fire station roof needs repair

Selectman Gonyer moved to repair the roof at 35 South Main Street in the amount not to exceed \$750.00. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

E. DOT meeting request

Town Administrator Wrigley stated that NH DOT would like to hold a public meeting to gather input from the public about the proposed Rows Corner project. They asked how the Board would like to hold the meeting, electronically or a physical location. The Board would like to utilize Zoom to hold the meeting.

The Board suggested they hold the meeting on a Monday, Thursday, or Saturday morning.

F. Selectmen's public minutes dated June 24, 2020

Selectman Gonyer moved to accept the public meeting minutes dated June 24, 2020 as written. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

III. Adjourn

Selectman Michaels moved to adjourn at 6:52pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary