



**Office of the Board of Selectmen
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**NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, DECEMBER 15, 2020
TIME: 6:00PM
CONFERENCE CALL**

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:01pm.

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, Lawrence B. Foote, Charles R. Melvin Sr., Town Administrator Nancy Wrigley, and Secretary Diane Morin. The public session was videotaped. The public meeting minutes were transcribed and typed by Secretary Morin. The non -public session minutes were transcribed and typed by Town Administrator Wrigley.

Other conference call attendees were Chief Alcadinho, Trisha McCarthy, Chief Jewett, Shanti Wolph and members of the public.

II. Scheduled Business

A. Business owner request to speak with Board of Selectmen

Attorney Keith Mathews representing Mr. Justin Prokocimer owner of 35 South Main Street addressed the Board. Attorney Mathews stated that Mr. Prokocimer was informed that the building he purchased was abandoned or condemned and that information was not disclosed during the purchase negotiations. Attorney Mathews would like to speak with Town Counsel about this matter.

The building was inspected by Building Inspector (BI) Shanti Wolph and Fire Chief Alcadinho. An inspection report was provided to Mr. Prokocimer which had several code violations that would need to be

remedied before a Business Occupancy permit can be issued. In the report, BI Wolph is requesting the owner provide the Town with a plan to remedy the code violations by December 21, 2020. Attorney Mathews stated that Mr. Prokocimer believes that the date is not reasonable and would like an extension.

Chairman Burrill asked if Mr. Prokocimer has spoken with the Planning Board. Mr. Prokocimer stated that he has. Chairman Burrill asked BI Wolph to speak to the December 21, 2020 deadline.

BI Wolph addressed the Board. He stated that Fire Chief Alcadinho and himself did an inspection of the property and found several code violations which were in the inspection report. BI Wolph stated that the date, December 21, 2020, was not to have the building in full compliance but to provide an action plan to remedy the issues. Both the Fire Chief and he used their discretion to allow Mr. Prokocimer to use the building in a very limited way. Mr. Prokocimer is not to use the second floor as a business nor to have the public in the building. BI Wolph went on to state that an alternate solution would be to meet the public outside the business. If no employees will be on site, then the garage could be considered a private garage. There cannot be any spray painting done in the building.

BI Wolph went on to explain that the Planning Board approves the use of the land only. As part of the Planning Board's notice of decision, it was stated that the owner must obtain all necessary permits.

Chairman Burrill asked if the deadline could be extended. Attorney Mathews stated that it was his understanding that the building was abandoned by the Town and Mr. Prokocimer would suffer a hardship trying to bring the building up to code by December 21, 2020. Attorney Mathews stated that Mr. Prokocimer has no issue not having the public or any employees in the building.

Chief Alcadinho stated that he would recommend that Mr. Prokocimer provide the Town with a release of liability prior to extending the December 21, 2020 deadline. The major concern for the Fire Department is spray painting. He stated that there should be a date that the life safety issues are resolved by.

Chairman Burrill stated that Attorney Mathews has incorrectly characterized the building as being abandoned and condemned of which neither is true. The Town vacated the building when a new fire/rescue station was built. He went on to ask BI Wolph and Chief Alcadinho if an extension is possible?

Selectmen Melvin stated that the owner should be granted an extension but cannot operate his business in the building.

BI Wolph stated that if limiting the use of the building to wrenching on vehicles, he would recommend extending the deadline for the plan. A document signed by the owner stating that he will only use the building in a limited capacity should be required before extending the December 21, 2020 deadline. BI Wolph went on to explain that in his report he did state that the Town abandoned the property. He further explained that his intent on using the term "abandoned" was to state that the Town had no further use of the building because it was too small for a fire station. To the best of his knowledge the building has never been condemned or boarded up.

Selectman Gonyer stated that she is in favor of coming up with a mediation plan. She stated that as far as why the Town left the property as a fire station was made public at several meetings.

BI Wolph recommends that the owner provide a limited use agreement by December 21, 2021. BI Wolph will draft an agreement with the limitations on using the building. He will provide the Board and owner with the agreement on Thursday, December 17, 2020 for their review.

Chief Alcadinho asked if limiting the building use would nullify the Planning Board's decision. BI Wolph stated that it would not affect the Planning Board's decision. It would only affect the decision if there would be an increase of usage.

Chairman Burrill informed Attorney Mathews that he is welcomed to contact Town Counsel Sumner Kalman.

B. 2021 Proposed Budget

a. Fire Department – Updated

Chief Alcainho stated that he revised the 2021 proposed budget per the Board's recommendation and is level funded.

Selectman Gonyer moved to accept the second draft 2021 Proposed Fire Department budget into the 2021 draft Town budget. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

b. Police Department

Chief Jewett reviewed the proposed increases to the Police Department 2021 budget. He is anticipating purchasing a new handheld radio. The salary line increases are to cover pay raises. The uniform line item was increased to be able to purchase new uniforms. A new vehicle lease was added to the budget which will replace one of the older cruisers.

Selectman Melvin stated that he did not see any increase for hiring new officers. Chief Jewett stated that the salary line item increase includes a School Resource Officer which the Town pays a 20% and the school 80% of the salary. The Board will discuss hiring more officers in a non-public session later.

Selectman Gonyer moved to accept the draft 2021 Proposed Police Department budget into the 2021 draft Town budget. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

The Board requested that Chief Jewett work with Town Administrator Wrigley on a proposal to increase the manpower of the Police force.

c. Other General Government

Town Administrator Wrigley reviewed the different budget items included in the 2021 proposed Other General Government budget. Selectman Gonyer stated while the insurance has gone up the Town's debt obligation has gone down slightly.

Selectman Gonyer moved to accept the draft 2021 Proposed Other General Government budget into the 2021 draft Town budget. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

d. Health Officer

Town Administrator Wrigley stated the proposed 2021 Health Officer budget is level funded. She explained that Mr. Leverone has not put in for reimbursement because he has been able to work from home.

Selectman Gonyer moved to accept the draft 2021 Proposed Health Officer budget into the draft Town budget. Seconded by Selectman Melvin for discussion.

Chairman Burrill asked for clarification on the line item budget titled payroll. Town Administrator Wrigley explained that the Health Officer is compensated from the fees collected. The line item titled payroll is used to reimburse him for expenses such as phone usage, office supplies and other miscellaneous items.

Selectman Foote stated that the EOC has reached out to the Health Officer on several occasions. Mrs. McCarthy stated that the EOC has paid out at least \$300.00 to the Health Officer.

Town Administrator Wrigley stated that the line item titled payroll is used to reimburse Mr. Leverone when he takes phone calls. Before the pandemic, he was spending hours on the phone with residents and using this line item was a way to compensate him for his time as there was no fee collected.

Chairman Burrill would like to know if the title, payroll, is the correct title to use. Town Administrator Wrigley will look further into it.

Selectman Melvin recommends leaving the payroll budget as is and his reasoning is in case the Health Officer needs to be in court. The funds would be available to compensate him for his time.

Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

C. Update – COVID-19 virus

Mrs. McCarthy briefed the Board with new updates from the State conference calls that she attended. She provided the Board with the latest statewide statistics which includes First Responders, schools, and Town cases.

Homeland Security has provided updated guidelines on letting an employee return to work after being exposed.

There are issues with contact tracing due to incorrect addresses.

All employees that provide customer service in an open restaurant must wear a mask. Employers can implement stricter rules than recommended by a Governmental agency. But must meet the State guidelines at minimum.

The State has provided a website that answers most testing questions. If the question is not answered, people can call the 211 or their local EOC.

The State is working on guidelines for employers to use when an employee tests positive and how to handle contact tracing.

There are still differences between the number of reported cases between 911 and DHHS. There are still issues with people having multiple addresses and making contact tracing difficult.

Vaccines will be distributed to First Responders, but the details are still being worked out.

A guide is being put together for holding virtual Town Meetings by NHMA.

Schools do not have to notify local authority when schools are closed due to exposure to COVID-19. A new portal is being implemented that will give up to date status of school districts on whether they are remote or in person learning.

She reviewed the symptoms associated with the virus and how the CDC defines prolong exposure.

If a local municipality requires an employee to be tested before returning to work, the municipality will need to pay for the test.

Mrs. McCarthy stated that whatever is not spent out of the Election COVID Response Grant, \$5,000.00 must be returned to the State. Currently the Town has expended \$4,769.31 of the \$5,000.00. She believes that most of the funds will be used to file reports.

If any department needs PPE supplies, contact the EOC. The EOC emailed a sample cleaning log which should be used in all Town buildings.

D. Venue for upcoming Public Hearings, Deliberative Session and Voting

Chairman Burrill asked what the final date is to post for these events. Secretary Morin stated that in order to post in the newspaper, the notice will need to be submitted by the last week in December 2020. The Board discussed holding the hearings using video conferencing.

Selectman Michaels moved to hold all meetings via video conferencing until the situation improves. Seconded for discussion by Selectman Gonyer.

Selectman Gonyer stated that a time frame should be in the motion.

The Board discussed using a hybrid model where 2 Selectmen and Secretary Morin would be in the Town Hall where the Zoom meeting would be run from. The other members would be remote and utilize Zoom video conferencing. All parties would be able to participate in the meeting. The hybrid still needs to be tested. Secretary Morin will be testing the process with the Cable Station Manager and if it works it will be used at the January 5, 2021 Board of Selectmen's meeting.

Selectman Michaels amended her motion to include a date to January 31, 2021.

Gonyer – aye, Michaels – aye. Burrill – nay, Foote --- nay, Melvin – nay.
The motion failed.

Chairman Burrill moved to choose the venue for any meetings on a case by case basis depending on deadlines for posting. Seconded by Selectman Melvin for discussion.

Town Administrator Wrigley stated that the warrant must have the dates included and needs to be filed with the Town Clerk by January 25, 2020. They also need to be posted in a local newspaper.

Chairman Burrill recommends not making a decision tonight on where or how the meetings will be held. He would prefer to wait until the next meeting to decide on the public hearing. The Board agreed to make the decision at the January 5, 2021 Selectmen's meeting.

Mrs. McCarthy stated according to the NHMA municipalities may hold virtual Town meetings but must comply with the RSA 32:3. The governing body needs to hold a virtual informational session and a notice mailed to all voters informing them of the informational session.

Burrill – aye, Foote – aye, Melvin – aye. Gonyer – nay, Michaels – nay.
The motion passed.

E. Review 2021 Plow Season rates

Selectman Gonyer recused herself.

Town Administrator Wrigley explained the rates being paid to snowplow drivers. The cost of fuel surcharge was included. The worker's compensation insurance was increased.

Selectmen Melvin stated that the Town would be paying a driver over \$70.00 for an 8' plow blade as proposed. This includes the gas allowance.

Mrs. Gonyer explained that the gas surcharge goes into effect when the cost of fuel is over \$4.09. They are not paid that on top of their rate. Selectman Melvin did not agree with her interpretation.

Secretary Morin will search for last years rate.

F. Contract – RPC MS4 TA extension

Town Administrator Wrigley stated that the Board approved the contract with RPC to work with the Town Engineer to provide outreach and educational stormwater discharge. RPC was not able to complete the program due to the pandemic. The contract was for \$3,000.00 and only \$1,500.00 has been expended. Because the contract ran out in October 2020 there is still \$1,500.00 that was allocated. The funds can be encumbered if the Board agrees to the contract extension.

Selectmen Melvin asked when it will be completed. Mrs. McCarthy stated that it is ongoing, and a report must be filed every year. Failure to comply could cost the Town hundreds of thousands of dollars in fines.

Selectman Foote moved to extend the RPC MS4 Technical Assistance Contract and to allow Town Administrator Wrigley to electronically sign on behalf of the Chairman. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

G. Contract – MS4 General Permit Engineering Assistance

Town Administrator Wrigley stated that this is part of the MS4 the Town is required to file. The company helps the Town prepare and file the report to the Federal Government.

Selectman Foote moved to sign the Permit Year 3 Effort for the MS4 General Permit Engineering Assistance Contract and to allow Town Administrator Wrigley to electronically sign on behalf of the Chairman. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

H. Review 2021 Plow Season rates – continued

Selectman Gonyer recused herself.

Secretary Morin provided last year's snowplow rates for the board to review. The only difference was the Worker's Compensation increased slightly.

The Board discussed the wording for the fuel surcharge. Town Administrator Wrigley stated that the wording has been used for several years. She went on to explain that the price for fuel is set on the day of snow removal and that the 108 General Store's 89 octane is used as the benchmark. Mrs. Gonyer stated that the snowplow drivers do not get paid for fuel unless the cost is over \$4.09.

Selectman Foote moved to accept the 2020-2021 snowplow rates and to allow Town Administrator Wrigley to electronically sign on behalf of the Selectmen. Seconded by Selectman Michaels. Burrill – aye, Michaels – aye, Foote – aye. Melvin – abstained.

I. Contract – Annual water quality monitoring

Town Administrator Wrigley stated that the proposal by R.W. Gillespie to monitor the water quality at the Transfer Station needs to be signed. The current cost is between \$14,900 -- \$15,900 for monitoring, but they are recommending an additional amount of \$5,000.00 in case the State implements stricter water quality requirements for PFAS. The Transfer Station 2021 budget will be able to absorb the cost if needed.

Selectman Foote moved to authorize the Chairman to sign the 2021 R.W. Gillespie contract and to allow Town Administrator Wrigley to electronically sign on behalf of the Chairman. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

J. Letter to SRSD – Impact Fees

Town Administrator Wrigley stated that the total impact fees that will go to the Sanborn Regional School District is \$49,276.70. Selectman Gonyer stated that these are the fees the Town collected and are applied to the High School bond.

Selectman Gonyer moved to electronically sign the letter to the Sanborn Regional School District in the amount of \$49,276.70. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

K. Review Employee pay rates

Chairman Burrill asked why this item is being done in public. Town Administrator Wrigley explained that these are the rates that employees are currently being paid.

Selectman Gonyer moved to sign electronically the matrix update indicating the current rate of pay for Town employees. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

L. Review Personnel Policy updates

Selectman Gonyer explained that the draft was done over a year ago but never accepted. Secretary Morin reviewed the 2 changes to the personnel policy. Selectman Gonyer stated that there was another change for retiree's health. She stated that the policy is in line with RSA 100-A:50. Selectman Melvin stated that he did not receive the email with the policy.

Selectman Foote move to table the acceptance of the personnel policy until the January 5, 2021 meeting. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Melvin – aye. Gonyer – nay, Michaels – nay.

- M. Selectmen Melvin moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$1,987.99 from the 2020 Election Assistance Grant Primary Election. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**
- N. Selectmen Melvin moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$5,000 from the Elections COVID Response Grant. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**
- O. Selectman Melvin moved per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$9,989.20 from the FEMA 4516 Public Assistance Grant. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**

III. Other Business

- A. Selectman Gonyer moved per RSA 31:95-b to accept and expend unanticipated funds for the Food Pantry funds in the amount \$350.00 from an anonymous donor and \$100.00 Lea and Lawrence Zurich with thanks and gratitude. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.**
- B. Encumber Funds**

Town Administrator Wrigley stated that the encumbered funds are for projects that have funds allocated but will not be completed by year's end. The Bookkeeper recommends adding to the motion "only if funds are available in the budget at year-end". Selectman Gonyer asked if there is a priority list for the items that are needed. Town Administrator Wrigley stated that the Fire Chief provided a prioritized list to the Bookkeeper.

Chairman Burrill would like to have an email with the amount of funds available from the 2020 Town budget.

Selectman Gonyer reiterated that she needs to see a priority list for the total amount requested. She provided an example using the General Government request which was for \$12,236.24 and the Fire Department request for \$32,431.11. If there was only \$15,000.00 left in the 2020 budget which items would take priority? The General Government or Fire Department requests. Town Administrator Wrigley explained that it would come from each department's 2020 budget. If the department's budget does not have the sufficient funds for all items, then they would prioritize which items are needed.

Town Administrator Wrigley stated that she has a contract from Bruce Mayberry to review the School impact fees at a cost of \$4,500.00 which is in the 2020 Executive budget. She would need the Board to authorize her to sign the contract.

Selectman Gonyer moved to encumber \$657.72 to come out of the 2020 Cemetery budget provided the funds are available at year-end. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to encumber \$4,500.00 to come out of the 2020 Executive budget provided the funds are available at year-end. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to encumber up to \$32,431.11 to come out of the 2020 Fire Department budget provided the funds are available at year-end. Seconded by Selectman Melvin for discussion.

Selectman Foote asked if the lighting for the Butler Building was coming from the Fire Department budget. The funds will come from the General Government budget.

Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to encumber \$5,151.24 for waxing the Police and Fire Station floors to come out of the 2020 General Government Building budget provided the funds are available at year-end. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to encumber \$1,500.00 for the MS4 Permit Compliance Technical assistance to come out of the 2020 General Government Building budget provided the funds are available at year-end. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to encumber \$5,585.00 for re-lamping garage bays at the Butler Building to come out of the 2020 General Government Building budget provided the funds are available at year-end. Seconded by Selectman Burrill for discussion.

Selectman Gonyer stated that she believes it is a safety issue even though the building is used for storage. Selectmen Foote and Melvin disagree that the building needs new lights as it is for storage only and will be used during the daylight hours.

Chairman Burrill stated that at one time the Board considered using the building for voting. He also spoke with the Road Agent who uses the building and was informed the Road Agent does not have an opinion on whether the lighting needs to be replaced.

Burrill – aye, Gonyer – aye. Michaels – nay, Foote – nay, Melvin – nay.
The motion failed.

Selectman Gonyer moved to authorize the Town Administrator to sign the MS4 General Permit Assistance contract. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

C. Manifest

Selectman Foote moved to sign vendor manifest dated December 15, 2020 in the amount of \$148,379.32. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Cable Revolving Fund vendor manifest dated December 15, 2020 in the amount of \$8,338.72. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Fire/Rescue Station vendor manifest date December 15, 2020 in the amount to \$3,362.56. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Police Special Detail Revolving Fund vendor manifest date December 15, 2020 in the amount to \$1,051.35. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Recreation Revolving Fund vendor manifest date December 15, 2020 in the amount to \$3,362.56. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign the County Tax manifest dated December 7, 2020 in the amount of \$521,693.00. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer moved to sign Forest Fire manifest dated December 8, 2020 in the amount of \$609.68. Seconded by Selectman Michaels. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Secretary Morin announced that the Board signed the payroll manifest for pay period November 29 – December 5, 2020 with a pay date of December 10, 2020.

IV. Announcements

A. Holiday Hours

a. Transfer Station

Selectman Melvin is recommending that the Transfer Station close at 4:45pm on December 24 and 31, 2020 and that the employees be paid. Chairman Burrill stated that he thought this was covered in the Personnel Policy. Selectman Gonyer read the policy pertaining to holidays. She did not find anything in the policy that refers to closing early on the day before a holiday. Chairman Burrill stated that according to the policy the employees are being compensated for Christmas by having a floating holiday. Selectman Gonyer stated that the employee could use the floating holiday on December 24, 2020. The Board discussed adjusting the hours to open earlier.

Selectman Gonyer moved to close all Town offices at 5:00pm on December 24 and 31, 2020 and employees scheduled to work past 5:00pm will be paid their full shift. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Gonyer recommends that the personnel policy be amended to include the closing the Town offices early on December 24 and 31. The Board agreed to have her provide an amendment to the personnel policy for review on January 5, 2021.

b. Town Hall

Secretary Morin stated that the Town Clerk/Tax Collector's office will be closed on December 24, 2020 but will be open on December 31, 2020. Secretary Morin and the Bookkeeper will be out of the office as well. Chairman Burrill asked if the Town Administrator or Building Inspector would be able to take appointments if needed. Town Administrator stated the Town Hall would be open.

Chairman Burrill left the meeting at 8:56pm
Vice-Chairman Foote took over the meeting.

V. Approval of minutes

Selectman Foote moved to accept the non-public and public meeting minutes dated December 1 and 9, 2020 as written and to authorize Town Administrator Wrigley to electronically sign the non-public minutes on behalf of the Board. Seconded by Selectman Gonyer. Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

No minutes were unsealed.

Chairman Burrill rejoined the meeting and assumed chairman duties at 9:02pm

VI. Nonpublic Session under RSA 91-A:3 II (c) – **Reputation**

Selectman Gonyer moved to go into Non-Public Session under RSA 91-A:3 II (c) – Reputation at 9:02pm. Seconded by Selectmen Foote with a roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Gonyer moved to come out of Non-Public at 9:26pm. Seconded by Selectman Michaels with a roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Foote left the meeting at 9:27pm.

Selectman Gonyer moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) Compensation and (c) – Reputation and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Michaels with a roll call vote: Burrill – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

VII. Adjourn

Selectmen's Public Minutes, 12/15/2020

Selectman Gonyer moved to adjourn at 9:28pm. Seconded by Selectman Melvin.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary