



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN

DATE: TUESDAY, MARCH 17, 2020

TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Gonyer called the meeting to order at 6:07pm. In attendance were Selectmen, Lisa L. Gonyer, Chairman, Matthew A. Burrill, Kathryn Michaels, Lawrence L. Foote, Charles R. Melvin Sr., Town Administrator Nancy J. Wrigley and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was audio and video taped; the public meeting minutes were transcribed and typed by Secretary Morin. A portion of the non-public session minutes were transcribed and typed by Town Administrator Wrigley.

Selectman Michaels joined the meeting remotely.

Nonpublic Session under RSA 91-A:3 II (a), (c) and (l)

Selectman Foote moved to go into non-public session at 6:70pm under RSA 91-A: 3 II (a) -- Compensation. Seconded by Selectman Burrill with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Foote moved to close the non-public session at 6:14pm. Seconded by Selectman Melvin with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Burrill moved to go into non-public session at 6:30pm under RSA 91-A: 3 II (l) – Consideration of Legal Advice. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

Selectman Burrill moved to close the non-public session at 6:55pm. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.

II. Scheduled Business

A. Board of Selectman Reorganization

Selectman Foote moved to nominate Selectman Burrill to be Chairman. Seconded by Selectman Melvin. The motion passed with a unanimous roll call vote.

Selectman Burrill took over as Chairman and continued the meeting.

Chairman Burrill moved to nominate Selectman Foote to be the Vice-Chairman. Seconded by Selectman Michaels. The motion passed with a unanimous roll call vote.

Selectman Gonyer moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a), (c) and (I) 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 Foote with a unanimous roll call vote.

Chairman Burrill stated that the Town is in a closed profile. The Board is meeting in order to handle essential Town business.

B. Response to letter to resident

Mr. and Mrs. Lapierre addressed the Board and expressed their disappointment in the lack of communications between the Road Agent and them. Selectman Burrill read the letter from the Lapierre's to the Board of Selectmen.

Selectman Gonyer stated that she spoke with the Road Agent about this matter. He informed her that the damage to the area is on the Town's easement. Chairman Burrill stated that the repairs should be done sometime in spring.

The Board apologized for the lack of communications between the Lapierre's and the Road Agent. Should the repair not be done, they should contact the Selectmen's office.

C. Fire/Rescue Station

a. Sprinkler system update

Secretary Morin will ask the Construction Manager to provide the cost estimate for the sprinkler system via email.

The following agenda items were tabled:

PTO (Parent Teacher Organization) request, Butler Building Coordinator, Transfer Station Manager Baler/Compactor report, Landscaping contract bid and adding Town Beach to contract.

D. Planning Board Election recount

The recount will take place as scheduled, Friday at 11:00am on March 20, 2020 in the Main Hall. The results will be posted on the Town's web site.

E. Revised landscaping contract

Secretary Morin stated that the revised contract was updated to remove 2 Amesbury Road.

Selectman Foote moved to authorize the Chairman to sign the revised 2020 landscaping contract with Granite Coast Landscaping. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Gonyer – aye, Melvin – aye. Michaels – abstained.

F. Chairman Burrill per RSA31:95-b moved to accept and expend unanticipated funds to the Food Pantry from Mr. James Marino in the amount of \$50.00. Seconded by Selectman Foote with a unanimous roll call vote.

G. Police Department – Letter of delivery and acceptance for PC's
Secretary Morin stated that the letter needs to be signed by the Chairman. The letter indicates to the Leasing company that the equipment has been received.

Selectman Foote moved to authorize the Chairman to sign the letter of delivery and acceptance for the new PC's at the Police Department. Seconded by Selectman Melvin with a unanimous roll call vote.

H. Town Hall – 1-yr lease extension for server, network switches and Laptop
Secretary Morin stated that she and the Bookkeeper spoke with RMON and they recommended we extend the lease agreement for the Town Hall server, network switches and laptop for 1 year.

Selectman Foote moved to authorize the Chairman to sign the 1-yr lease extension for the Town Hall server, network switches and laptop. Seconded by Selectman Melvin with a unanimous roll call vote.

I. COVID-19 Town's Emergency response plan
Chairman Burrill addressed the public body. The Board of Selectmen are taking actions to stop the spread of COVID-19 virus. They have closed all Town Buildings, excluding the Transfer Station. Emergency services are still operational. Most business at the Town Hall is with the Town Clerk. The Town Clerk is asking residents to go to the Clerk's web page for renewals. If you are not able to use the web page, contact the Clerk's office and she will setup an appointment with you.

If you have a COVID-19 issue, please call 211 or your primary care physician

The Board will be limiting their agendas to what is urgent. They ask that the public not attend unless necessary. Any changes will be communicated through social media, "Alert Now" and Town's web site. Should you need assistance, you can call the Town Hall.

The Board voted at their March 16, 2020 meeting to stop issuing permits from the Building and Fire Department. Selectman Gonyer stated the 2 reasons the Board voted to stop issuing permits was because Town Hall is closed and the handling of money. Selectman Gonyer stated that she spoke with the Building Inspector and he would like to continue to issue permits via email and the fees would be collected at a later time. He would like to continue to do open air inspections.

Chief Alcadinho addressed the Board. He stated that if the Building Department issues any permits then the Fire Department will need to follow suit. Chairman Burrill stated that once the Board makes a decision at a meeting it cannot be changed until the Board meets again.

Selectman Gonyer asked if inspections will be allowed for outstanding permits. Chief Alcadinho stated that the Fire Department would do inspections in the case of an emergency. He stated there are permits and inspections that can wait.

Secretary Morin read the motion made from the March 16, 2020 meeting concerning issuing permits. "Selectman Burrill moved to suspend issuing new permits for both the Fire and Building Departments unless an emergency situation exists. Both Departments will work together in determining if the permit needed is an emergency. Seconded by Selectman Melvin with a unanimous roll call vote."

Selectman Gonyer asked for a definitive answer to inspections for open permits and code enforcements inspections.

Chairman Burrill moved to suspend all inspections for both the Fire and Building Departments unless an emergency situation exists. Both Departments will work together in determining if the inspection needed is an emergency or hardship. Seconded by Selectman Melvin for discussion.

Chairman Burrill reiterated that everyone needs to use common sense when a hardship or emergency arises.

The motion passed with a unanimous roll call vote.

Selectman Gonyer asked if the Town will be paying those employees who can no longer work due to the shutdown caused by the COVID-19 virus. Chairman Burrill stated that the State is working on a plan to address this issue. Selectman Foote asked how the employees will record and submit their time sheets. He stated that the time sheets need to reflect the employees affected by the shutdown. Secretary Morin stated that some employees can submit the time sheets electronically. Others can deposit them in the mailbox located outside the Selectmen's exterior door. Selectman Foote stated that in the comment field it should have a note about COVID-19. He also stated that the Town needs to keep track of hours lost, overtime and any expenses pertaining to COVID-19. This way the Town may be able to get reimbursed 75% of the cost associated with COVID-19 from the Federal Government.

Chairman Burrill would like a list of employees who fall into this category. Selectman Gonyer stated that the Library employees do not fall under the Board of Selectmen. Mrs. Trisha McCarthy will ask the Library Director to have the employees fill the comment field out with COVID-19.

Town Administrator Wrigley asked if an employee is not able to work their regular hours but only a partial can they still be paid for their regular hours. Selectman Gonyer stated that they should be paid for their regular hours.

Selectman Foote moved to pay any employee that the Town has closed their working space or are working at home the amount of time they were hired for. All affected employees will fill out a time sheet and in the comment field make a note stating shutdown due to COVID-19 virus. The Board will revisit this issue on April 7, 2020. Seconded by Selectman Melvin with a unanimous roll call vote.

Mrs. Trisha McCarthy asked that the Bookkeeper provide her with copies of any paperwork concerning COVID-19 so that she can submit the reimbursement request to the Federal Government.

Chairman Burrill stated that the Board will be meeting Monday, Wednesday and Fridays at 6:00pm to hear from Town personnel any updates to the COVID-19 pandemic.

III. Other Business

A. Manifest, Veteran's Tax Credit, Appointments

- a. **Selectman Melvin moved to sign vendor manifest dated March 17, 2020 in the amount of \$143,868.65. Seconded by Selectman Foote with unanimous roll call vote.**
- b. **Selectman Melvin moved to sign vendor manifest dated March 17, 2020 in the amount of \$30,465.46. Seconded by Selectman Foote with unanimous roll call vote.**
- c. **Selectman Melvin moved to sign Cable Revolving Fund manifest dated March 17, 2020 in the amount of \$6,578.42. Seconded by Selectman Foote with unanimous roll call vote.**
- d. **Selectman Gonyer moved to sign payroll manifest for pay period March 1-14, 2020 with a pay date of March 19, 2020. Seconded by Selectman Foote with unanimous roll call vote.**
- e. **Selectman Gonyer moved to sign Veterans tax credit for tax map 13-3-11-12 for tax year 2020. Seconded by Selectman Foote with unanimous roll call vote.**
- f. **Selectman Foote moved to sign appointment to the Recreation Commission for Richard Faulconer, term to expire April 30, 2023. Seconded by Selectman Gonyer with unanimous roll call vote.**
- g. **Selectman Foote moved to sign appointment to the Recreation Commission for Margaret Connors, term to expire April 30, 2022. Seconded by Selectman Melvin with unanimous roll call vote.**

- h. Selectman Foote moved to sign appointment to the Recreation Commission for Vanessa Burrill as an Alternate member, term to expire April 30, 2022. Seconded by Selectman Gonyer with unanimous roll call vote. Chairman Burrill abstained.**

IV. Announcements

Selectman Michaels stated that the Transfer Station would like to have residents place cardboard in the trash compactor. The Board discussed and did not agree to have cardboard placed in the trash compactor. For the time being, there are no changes in how cardboard is handled.

Selectman Michaels stated that the Transfer Station needs cleaning supplies as well. The Transfer Station Manager will send a list to Town Administrator Wrigley with their needs. Town Administrator Wrigley stated that Chief Jewett provided some masks that she gave to the Transfer Station.

V. Approval of Minutes

Selectman Foote moved to accept the non-public and public meeting minutes dated March 3, 2020 as written. Seconded by Selectman Melvin with a unanimous roll call vote. Selectman Michaels abstained

VI. Adjourn

Selectman Melvin moved to adjourn at 8:11pm. Seconded by Selectman Gonyer with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary