



Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 Option 5 Fax 382-9140
www.newton-nh.gov

NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, MARCH 25, 2020
TIME: 6:00PM
CONFERENCE CALL

PUBLIC MEETING MINUTES

I. Call to Order

This meeting was held to bring the Selectmen and public up to date on the COVID-19 virus. The meeting was held via conference call. On the phone was Selectmen Matthew Burrill; Chairman, Kathryn Michaels, Lawrence Foote, Charles 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. Selectman Lisa L. Gonyer was excused this evening.

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

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

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 call held on Tuesday, March 24, 2020. She informed the Board that 42 First Responders statewide have been placed in quarantine.

The State will be holding non-public a conference call to discuss legal matters associated with COVID-19 pandemic for Selectmen, Fire, EMS and Police Departments. She will send the information for the conference call to Secretary Morin who will email to the Selectmen.

Calls to 911 will be screened for medical issues so that First Responders can be better prepared to protect themselves when responding to the call.

At this time no shelter in place has been ordered.

The National Guard is available for assistance should the Town need help.

Mrs. McCarthy stated that requests for PPE (Personal Protective Equipment) for Fire and/or Police should be made on the EOC website. They will fill the request as soon as possible.

Mrs. McCarthy thanked Acios Pizza for donating food to Packer Meadows residents.

Mrs. McCarthy briefed the Board with new updates from the State conference call held earlier today, March 25, 2020.

It is up to an employer to ask an employee to self-quarantine and that the employer should not inform other staff members as this could be a HIPAA violation. The employer may ask whom the infected employee had contact with and then reach out to those individuals to inform them of the possible contact.

Per executive order #12 from Governor Sununu's Office, that a physical location is not required to hold public meetings if there is a way for the public to attend, such as a conference call number. Payroll and manifest can be signed outside of a meeting. Electronic signing is still questionable, and they will get back to them with more information.

Mrs. McCarthy stated that Primex Insurance suggested that any volunteers should sign a waiver, in case of injury while volunteering, which is available from the company.

Land Use Boards can postpone or continue the meeting, but the burden of notifying abutters would be the Town's. Should the Land Use Board need to meet, the members of the Boards would need to be able to review the plans prior to any meetings or plans could be provided ahead to the members ahead of time.

The Town will be notified if a patient is transported via emergency vehicle and then test positive for the virus.

The State is looking for volunteers. Anyone wishing to volunteers can go to the following website: www.NHResponds.org

Mrs. Kane along with the Fire Department delivered food to Packer Meadows.

Chairman Burrill stated that we can now have these calls remotely without having anyone at the Town Hall.

ACTION ITEM: Track employees that are affected by the shutdown who are not able to perform their duties and provide a spreadsheet with that information to the Board weekly.

Town Administrator Wrigley stated that an email will be sent out to employees with instructions on how to report hours on their time sheets. The Department Heads will then sign for those employees.

Chairman Burrill stated that Building Inspector Wolph is working on a template for the online permitting.

ACTION ITEM FROM MARCH 23: All employees or Board members that attend a conference call on behalf of the Town provide a list of numbers, purpose of conference call and who is representing the Town to Secretary Morin. Secretary Morin stated that this action item is complete.

Chairman Burrill asked that if anyone needs to be added to a conference call from the list to bring that name to this conference call to keep the Board updated.

ACTION ITEM FROM MARCH 23: A new conference phone number will be used for ongoing meetings. Secretary Morin will email the new number and update the agenda so the public may join the meeting. Secretary Morin stated that this action item is complete.

Chief Alcainho stated that all the information that was supposed to be given to First Responder by Dispatch is not being received by them prior to going out on the emergency call. Mrs. McCarthy will send the message to Dispatch.

Selectman Michaels asked Chief Alcainho if the First Responders have the appropriate gear to protect themselves. Chief Alcainho stated at this time they do but will need to replenish their supplies.

Selectman Melvin asked what precautions tow truck drivers should take. Chief Alcainho stated that they should use CDC recommendations such as wearing gloves, mask and social distancing.

Secretary Morin stated that she spoke with Bookkeeper Kim Hughes and Mrs. Hughes would like clarification on the motions made on March 23 by the Board. She would like to know if the employee will be compensated should the Board ask them to self-quarantine.

Selectman Gonyer moved to institute a policy for COVID-19 that any employee that takes a domestic flight must take a 14 day leave of absence. Seconded by Selectman Michaels for discussion.

Chairman Burrill moved to institute a policy for COVID-19 that an employee who has taken mass transit must notify their supervisor as soon as possible and be prepared to quarantine for 14 days. Seconded by Selectman Michaels for discussion.

The Board discussed it and agreed to take the matter of compensation on a case by case basis.

Town Administrator Wrigley read the Primex email stating that employees who contracted the virus while performing their duties would be covered under Workers Compensation.

Selectman Michaels asked if there's a guideline when the employee can return to work. Chief Alcainho stated that the Town should follow the State guidelines on this.

Mrs. Caswell asked what the correct protocol for handling mail is. Town Administrator Wrigley stated that she should wear gloves, clean the surface after use, and wash her hands after handling mail. Any packages should be left outside for at least 4 hours according to Health Officer Leverone.

Mrs. Caswell asked if she could sign, scan and email her time sheet to the Library Trustee Treasurer. She would then return it signed and Mrs. Caswell would then submit to the Bookkeeper. The Board agreed that this was acceptable.

Selectman Foote moved to approve the public minutes dated March 16, 2020 as written. Seconded by Selectman Melvin with a unanimous roll call vote.
Selectman Foote moved to approve the non-public and public minutes dated March 17, 2020 as written. Seconded by Selectman Melvin with a unanimous roll call vote.
Selectman Foote moved to approve the public minutes dated March 18, 2020 as written. Seconded by Selectman Melvin with a unanimous roll call vote.
Selectman Foote moved to approve the public minutes dated March 20, 2020 as written. Seconded by Selectman Melvin with a unanimous roll call vote.
Selectman Foote moved to approve the public minutes dated March 23, 2020 as written. Seconded by Selectman Michaels with a unanimous roll call vote.

Selectman Michaels per RSA 31:95-b moved to accept and expend unanticipated funds to Food Pantry from Estabrook's Garage in the amount of \$500.00. Seconded by Selectman Melvin with a unanimous roll call vote.

Mrs. O'Rourke stated that the Food Pantry is very well. They are still receiving donations.

Town Administrator Wrigley asked the Board how they are planning on handling non-public sessions. Chairman Burrill stated that any non-emergency non-public agenda items will be tabled. Should the Board need to meet, a new conference number that would not be published to the public could be used.

Secretary Morin reminded the Board that next week they will need to stop by the Town Hall to sign the vendor manifest and payroll. Bookkeeper Hughes will send an email to the Board when the paperwork is ready for their signatures.

III. Adjourn

Chairman Burrill moved to adjourn at 6:44pm. Seconded by Selectman Michaels with a unanimous roll call vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary