



**Office of the Board of Selectmen  
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NEWTON BOARD OF SELECTMEN  
DATE: WEDNESDAY, APRIL 1, 2020  
TIME: 5:30PM  
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 and to address nonpublic issues. The nonpublic session was held via a private conference call. The public meeting was held via public conference call. On the phone 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 nonpublic session minutes were transcribed and typed by Town Administrator Wrigley and a portion was transcribed by Selectman Foote. The public session was audio taped. The public meeting minutes were transcribed and typed by Secretary

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

Chairman Burrill called the meeting to order at 5:41pm.

**Selectman Foote moved to go into non-public session at 5:41pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Gonyer. Burrill –aye, Foote – aye, Gonyer – aye**

Selectman Michaels joined the meeting at 5:42pm.

**Selectman Gonyer moved to close the non-public session at 5:44pm. Seconded by Selectman Michaels. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye**

Selectman Melvin joined the meeting at 5:44pm.

**Selectman Gonyer moved to go into non-public session at 5:44 pm under RSA 91-A: 3 II (a) – Compensation. Seconded by Chairman Burrill. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye**

**Selectman Gonyer moved to close the non-public session at 5:46pm. Seconded by Selectman Michaels. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye**

**Chairman Burrill moved to go into nonpublic session at 5:46pm under RSA 91-A: 3 II (c) - Compensation. Seconded by Selectman Gonyer with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Melvin moved to close the non-public session at 5:58pm. Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye.**

**Selectman Gonyer moved that the Board just came out of a non-public session under RSA 91-A: 3 II (b) and (c) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply except to release to the Bookkeeper information needed for her records. Seconded by Selectman Foote. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye**

## **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 31, 2020.

There was concerns from Towns about campgrounds and whether the local authority could require them to remain closed. The answer is if the campground was opened prior to the “Stay at Home” order they may remain open. Those campgrounds that were not open prior to the order, can apply to the State to be listed as an essential business. Campground owners cannot evict campers for lack of rental payment.

Golf courses must remain closed to the public.

State borders are not closed but travelers from other States should self-quarantine for 14 days.

The State is working on allowing local authorities to use electronic signatures. Until an executive order is in place, Selectmen will need to physically sign documents.

Primex Insurance has guidelines on handling compensation if a co-worker was infected by another co-worker.

Towns should consult with Town Counsel about local authority having authority to restrict seasonal rental. The issue is the out of state people are coming into the State to avoid restrictions and COVID-19 contact.

Primex Insurance is recommending Towns remove picnic tables from parks and to rope off playground equipment. Thus, avoiding people gathering in groups larger than 10.

Should a welfare applicant test positive and needs housing, the Welfare Agent should contact the State who will assist with housing.

No meeting needs to take place for the Board of Selectmen to sign the manifest. Only Selectmen can sign manifests.

Mrs. McCarthy briefed the Board with new updates from the State conference call held on Wednesday, April 1, 2020.

She reviewed the latest Statewide number of cases related to COVID-19. The number of First Responders in quarantine is 91 and 11 have tested positive.

State of New Hampshire is ahead of the curve with handling issues from COVID-19 and other States are reaching out to learn from us.

The State is still working on acquiring more PPE's.

For any housing issues due to positive test results for COVID-19 contact the State and they will assist in finding suitable housing for the person who tested positive.

Businesses that believe they are essential should contact the State to get approval to remain open.

Employees should not be allowed back to work if still symptomatic but have not tested positive for COVID-19.

Line of duty death from COVID-19 will be covered.

The data on the list of positive test results by towns/cities is still a work in progress.

Mrs. McCarthy reminded everyone to fill out your timesheet with COVID-19 in the comment field noting the number of hours related to COVID-19 for each day.

Building Inspector Wolph asked the Board to approve the proposed residential and commercial permit applications and the permit fee schedule. Selectman Gonyer stated that she has reviewed the documents.

**Selectman Gonyer moved to accept as written the Residential and Commercial Permit Applications and the Permit Fee Schedule. Seconded by Selectman Foote. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye**

Building Inspector Wolph stated that in his Town all playground equipment has been restricted and cordoned off. The parks are still open to the public. Selectman Gonyer recommends that signage or roping off the playground equipment at Greenie Park. Selectman Foote will place caution tape around the playground equipment and send a picture to the Board. Mrs. McCarthy recommended the picnic tables be removed as well. Secretary Morin will ask the Road Agent to move the picnic tables to 8 Merrimac Road.

Mrs. Caswell asked if the picnic table at the library be removed. The Board agree that it is not necessary as the library is closed.

Chairman Burrill stated that his major concern is the budget and how the Town will be able to pay for the employees affected by the pandemic.

Transfer Station Manager Gagnon stated that he has had residents upset that they cannot drop off their bulk items. He is recommending that they allow residents to use their voucher and to accept cash and checks. Those would be placed in a drop box by the resident and would remain in the box for at least 3 days. The Board agreed to his recommendations.

Chief Alcaldinho and Selectman Foote have made 2 trips for PPE supplies and wishes to thank Selectman Foote and the EOC staff for procuring the supplies.

Chairman Burrill proposed to the Board that revaluation be postponed for a week. The Board agreed with the recommendation.

Chief Alcaldinho informed the Board that he hopes to have quotes for the new fire truck available for the April 7, 2020 Board of Selectmen meeting. He stated that it is time sensitive as the price for the vehicle will go up on May 1, 2020. Selectman Gonyer asked if the amount would be more than the warrant article specified. Chief Alcaldinho stated that he worked with the manufacturer that provided the quote used for the warrant article and they had already extended the offer one week after the Town meeting. He has spoken with the manufacturer and they have extended the offer again. Another manufacturer has offered a lower quote. Chief Alcaldinho is working with this manufacturer to ensure it meets the requirements. Chairman Burrill stated that he would think the manufacturers would extend the offer past the May 1<sup>st</sup> deadline under the circumstance the entire country is in. Chief Alcaldinho stated the time to deliver the truck might be extended if the Board chooses to wait.

Chairman Burrill stated that there might be a possibility that the Governor might waive interest and penalties for property taxes, but the Governor believes it is beyond his authority. The Board will take this up on a case by case basis. Town Administrator Wrigley stated the warrant will be ready for May 18, 2020. Chairman Burrill asked to have a list of those taxpayers who might not be able to make their tax payment for the April 7, 2020 meeting to be discussed in a nonpublic session.

The Board agreed to allow the Tax Collector/Town Clerk Assistant to work as needed.

**Selectman Gonyer moved to go into non-public session at 6:48pm under RSA 91-A: 3 II (I) – Consideration of Legal Advice. Seconded by Selectman Foote. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye**

**Chairman Burrill moved to close the non-public session at 6:53pm. Seconded by Selectman Melvin. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin – aye**

**Selectman Gonyer moved that the Board just came out of a non-public session under RSA 91-A: 3 II (I) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply except to release to the Bookkeeper information needed for her records.**

**Seconded by Selectman Foote. Burrill –aye, Foote – aye, Gonyer – aye, Michaels – aye**

III. Adjourn

**Selectman Melvin moved to adjourn at 6:58pm. Seconded by Selectman Michaels with a unanimous. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin -- aye**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary