



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

**DATE: MONDAY, APRIL 6, 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 and to address nonpublic issues. 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 public session was audio taped. The public meeting minutes were transcribed and typed by Secretary Morin.

Other conference call attendees were Tina O'Rourke, Chief Alcaldinho, Trisha McCarthy, Terry Caswell, Pete Gagnon, 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 Saturday, April 4, 2020.

The Presidential Disaster for the State was approved, and the State is working out the details. Local EOC should follow the chain of command for information.

The Governor has asked grocery stores to increase the amount of people let in at one time. State parks remain open, but people are not practicing social distancing.

She reviewed the latest statics for COVID-19 Statewide.

If a business feels they should be listed as essential, they should go to [www.NHEconomy.com](http://www.NHEconomy.com).

PPE's are going out as fast as they come in. The State does not recommend local municipalities supporting individuals who want to help by making cloth masks as this could become a liability for the Town should someone contract COVID-19.

A new system for volunteers' licensing and background checks has been put in place.

Mrs. McCarthy briefed the Board with new updates from the State conference call held on Sunday, April 5, 2020.

She reviewed the latest statics for COVID-19 Statewide.

Military support is in place for alternative care sites, quarantine sites, monitoring trails and parks, and food distribution.

Mrs. McCarthy informed the Board that the Peanut Trail will be closed in 3 weeks for a few days.

EMD Foote and Mrs. McCarthy were able to help the State with signage in return for PPE's.

Mrs. McCarthy briefed the Board with new updates from the State conference call held on Sunday, April 6, 2020.

Convenient MD for First Responders testing has been setup. A reminder to get the test to the State lab and not use the currier service. First Responder guidelines for patient contact has been updated and sent to appropriate Departments.

The State is looking into testing a patient once they have recovered to allow them to go back to work.

The State is working with 911 to get physical addresses for location of cases pertaining to COVID-19.

Chairman Burrill stated that the Board has heard from employees that need access to the Town Hall. Town Clerk/Tax Collector McCullough has limited her hours at the Town Hall. Bookkeeper Hughes has been working in the Town Hall on a regular basis because documents are not electronic, such as invoices and timesheets. Chairman Burrill stated that no one should be stopping by to drop off paperwork to the Bookkeeper. Selectman Gonyer stated that not all Department Heads have access to scanners at their home. Most of the time the timesheets are dropped in her mailbox.

Town Administrator Wrigley has been in the Town Hall to collect paperwork that she can bring home to work on. Chairman Burrill asked how the documents are being backed up. Town Administrator Wrigley stated that they are not originals and are her working copies.

Chairman Burrill asked about Planning Board Administrator Assistant Doggett and his need to be at Town Hall. Secretary Morin stated that she received an email from Mr. Doggett stating that he is using a tablet to perform some of his duties. Secretary Morin suggested the Town cell phone be assigned to Mr. Doggett so that he may make long distance calls as needed for the Planning Board. An email will be sent to Mr. Doggett

when he receives mail. Mr. Doggett will be assigned a specific day of the week for Town Hall access. This will help to ensure social distancing is being practice.

Secretary Morin stated that most of her work can be done at home. She does need to meet a contractor at the Town Hall on Tuesday, April 7, 2020 to get a quote to remove the sprinkler heads in the building. There was some discussion as to whether to postpone the work needed in the building. Secretary Morin stated that at this time she was only getting a quote. She went on to state that it would be best to have the work completed before the building is re-opened because it would cause less disruption. The Board agree to move forward with getting the quote.

Chairman Burrill asked if Mr. Romanoski has any need to be in the Town Hall. Town Administrator Wrigley stated that he does not. He is on the list of employees affected by the shutdown of Town buildings.

Mrs. McCarthy stated that she does go into Town Hall to pick up mail and the COVID-19 spreadsheet. Mrs. McCarthy will send an email to the Bookkeeper asking her to email the spreadsheet.

Town Administrator Wrigley asked if we should delay having the port-a-potties delivered to the Town Beach and Greenie Park. The Board agreed to postpone until a later date.

Chairman Burrill asked if the parking lot at the beach is locked. There is no gate to the parking area. Chief Jewett stated there has been no known activity. He will put up police tape to deter people from using the Town Beach.

Chief Alcainho would like to have authorization to hold drive by birthday parties. The Board discussed and agreed to authorizing Chief Alcainho on a case by case basis provided there are members available at the Station. Once a month Chief Alcainho will provide the Board with a report of how many times they have done a drive by birthday party.

Chief Alcainho asked the Board about getting the mailbox installed at the Safety Complex. Selectman Melvin stated that he has spoken with Gibbs Construction and they can install the mailbox for \$375.00. Chief Jewett stated that he has spoken with the Postmaster and the location will be near the Butler Building entrance on the downside of the driveway. Selectman Melvin will get an installation date from the construction company.

Chairman Burrill suggested a \$10.00 gift card be given to the members of the Police, Fire and Highway Departments. Chief Alcainho suggested that the gift cards go to those members working the shift details.

**Chairman Burrill moved to expend \$400 in gift cards to be given to the members of the Police, Fire and Highway Departments. Funds to come from the Executive budget. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Melvin – aye, Foote -- abstain**

Chief Alcainho and Chief Jewett will work with Town Administrator Wrigley to acquire the gift cards.

**Selectman Gonyer moved to accept the nonpublic and public meeting minutes dated April 1, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye**

III. Adjourn

**Selectman Gonyer moved to adjourn at 6:56pm. Seconded by Selectman Melvin with a unanimous. Burrill – aye, Foote – aye, Gonyer – aye, Michaels – aye, Melvin -- aye**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary